

## Annexure 2: Powers & Duties of Officers & employees

Sr No.	Branch Name	Powers and duties of officers (administrative, financial & judicial)	Powers and duties of other employees	Rules/orders under which powers and duties are derived	Exercised & Work allocation
1	<b>Rice</b>	To initiate legal and financial proceedings against millers who do not deliver due rice to F.C.I.	To ensure the implementation of custom milling policy to safeguard the financial interest	Custom milling policy issued every year.	As per the rules/orders mentioned in the left hand side columns
2	<b>Storage</b>	<ul style="list-style-type: none"> <li>• • To carry out various activities to ensure safe storage of wheat procured by State agencies in central pool as well as DCP.</li> <li>• • To aid and advise the State Government in formulation and implementation of policy for storage of wheat.</li> <li>• • To assist the State Govt. in finalising the guidelines for hiring of Godowns/plinths for the storage of wheat.</li> <li>• • To assist in purchase of new stock articles (Polythene Covers, Tarpaulins, Wooden</li> </ul>	<ul style="list-style-type: none"> <li>• Dealing cases received in the branch reg the issues mentioned and putting up the proposal/ file to the Branch officer for further necessary action.</li> </ul>	Punjab Civil Services Rules 1970 under Rule 8 and Rule 10	---do---

		<p>crates &amp; Mesh-nets) and sale of old stock articles.</p> <ul style="list-style-type: none"> <li>• • To coordinate with FCI/Government of India for planning of liquidation of wheat.</li> <li>• • To make adequate security arrangements at storage points for watch &amp; ward of wheat stocks as well as stock articles.</li> <li>• • To deal with establishment matter of temporary/ Ad-hoc P.R. Chowkidars.</li> <li>• • To examine various physical verification reports regarding wheat stocks &amp; stock articles received from districts as per prescribed formats, analyse them and recommend suitable policy decisions.</li> <li>• • Disposal of complaints, court cases &amp; RTI cases related with the Storage branch.</li> </ul>			
3	<b>Distribution</b>	<ul style="list-style-type: none"> <li>➤ To decide the cases relating to transfer &amp; renewal of FPS dealership and restoration of supplies of suspended FPS.</li> <li>➤ To ensure allocation and distribution of foodgrains</li> </ul>	<ul style="list-style-type: none"> <li>➤ To put up cases relating to transfer &amp; renewal of FPS dealership and restore supplies of suspended FPS.</li> </ul>	<ol style="list-style-type: none"> <li>1. National Food Security Act, 2013.</li> <li>2. The Punjab Targeted Public Distribution</li> </ol>	

		<ul style="list-style-type: none"> <li>➤ To ensure that checking's of FPS &amp; SKO dealers are done by the field functionaries, as per norms, which are presented on file by the branch staff.</li> <li>➤ To hear appeals against the orders of DFSC.</li> </ul>	<ul style="list-style-type: none"> <li>➤ To deal with the complaints regarding distribution of subsidized foodgrains.</li> <li>➤ To check that the checking's of FPS dealers have been done by the field functionaries, as per norms, and are submitted to the higher authorities. If any discrepancy is noticed, action against the concerned official is initiated as per the orders of higher authorities.</li> </ul>	<p>System (Licensing and Control) Order, 2016.</p> <p>3. The Essential Commodities Act, 1955.</p> <p>4. The Punjab Hoarding and Profiteering Prevention Order, 1977.</p> <p>5. Punjab Food Security Rules, 2016.</p> <p>6. RTI Act 2005</p>	
4	<b>Supply</b>	The checking's of Petrol Pumps, Brick Kilns, Gas Agencies, kerosene retailers and wholesalers & Solvent Plants done by the field functionaries, as per norms, which are presented on file by the branch staff, which	To check that the checking's of Petrol Pumps, Brick Kilns, Gas Agencies & Solvent Plants have been done by the field functionaries,	1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.	<p>Monitoring of NOCs issued at the level of District Magistrates before installing new Retail Outlets of Petrol/Diesel.</p> <ul style="list-style-type: none"> <li>➤ Policy of Brick kilns and work related to it.</li> </ul>

		<p>are seen by officers and appropriate decision is taken.</p>	<p>as per norms, and are submitted to the higher authorities. If any discrepancy is noticed, action against the concerned official is initiated.</p>	<p>2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998.</p> <p>3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978.</p> <p>4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998.</p> <p>5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001.</p> <p>6. Liquefied</p>	<ul style="list-style-type: none"> <li>➤ Policy of Kerosene oil and work related to it.</li> <li>➤ Policy of solvent / naphtha plants and work related to it.</li> <li>➤ Appeals of the Brick kilns and solvent/ Naphtha plants.</li> <li>➤ Co-ordination with GOI correspondence.</li> <li>➤ Implementation of directions of the references received from GOI. <ul style="list-style-type: none"> <li>• To facilitate the Govt. in running the day to day activities of the Department w.r.t</li> </ul> </li> <li>➤ MDBTL (Modified Direct Benefit Transfer of LPG) Scheme.</li> <li>➤ Monitoring of laying of pipelines for CGDN (City Gas Distribution Network)</li> <li>➤ Co-ordination regarding Provision of relief material in case of emergency situations like floods etc. as per the directions of the Department of Revenue, Rehabilitation &amp; Disaster Management, Punjab.</li> <li>• To examine the various</li> </ul>
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				Petroleum Gas (Regulation of Supply and Distribution) Order, 2000. 7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000. 8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000	reports received from districts as per the laid down policy w.r.t ➤ Working of LPG Agencies through monthly reports. ➤ Working of Retail Outlets of Petrol/Diesel through monthly inspections. ➤ Working of Brick Kilns through monthly inspections.
5	<b>Food Purchase</b>	Joint Director (Procurement) acts as Admin authority of branch and forward the cases to final decision making authorities Director /Secretary/ FSM as per the nature of the case.	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent/Senior Auditor- which is	As per GOI/Department orders/guidelines	As per the rules/orders mentioned in the left hand side columns

			submitted to the Joint Director (Procurement), Director and Secretary for final orders.		
6	<b>Superintendent Establishment - 1</b>	1. Principal Secretary to decide show cause notice under Rule 10 of the Punishment and Appeal Rules, 1970 and charge sheet under Rule 8 of Punishment and Appeal Rules 1970	Assistant to put up the case Superintendent, which is forwarded to Deputy Secretary/ Principal Secretary/Secretary for final orders.	<ol style="list-style-type: none"> <li>1. Department class -1 and class-2 Rules.</li> <li>2. Rules of business of the department</li> <li>3. Punishment and appeal Rules 1970</li> <li>4. Common Service and Condition Rules 1994 and other related Rules of the Government.</li> </ol>	As per the rules/orders mentioned in the left hand side columns
7	<b>Establishment - 2</b>	1. Matter regarding delegation of powers to decide Show-Cause Notice under rule-10 of the Punishment and Appeal Rules, 1970 for group B,C and D employees is under consideration.	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent- which is submitted to the branch officer,	<ol style="list-style-type: none"> <li>1. Punjab Food and Supplies (Class-3) Service Rules-1990.</li> <li>2. Rules of Business of the department.</li> </ol>	

		<p>2. Director to decide Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970, Recruitment, Promotion, Posting/Transfers of the ( Group c and D).</p> <p>3. Principal Secretary to decide Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970as well as authorized for the Promotion etc of the Group "B" employees.</p> <p>4. Food Supplies Minister approves the Transfers of the Group "B" employees</p> <p>5. Principal Secretary works as Administrative Head as well as Appellate authority against the orders of Director.</p>	<p>Director and Administrative Secretary for the final orders.</p>	<p>3. Punishment and Appeal Rules, 1970.</p> <p>4. Common Services and condition Rules, 1994 and other related instructions of the State Government.</p>	
8	<b>Establishment-3</b>	<p>1. Director to decide Show Cause Notice under Rule-10 of the Punishment and Appeal Rules, 1970</p> <p>2. Secretary to decide Show Cause Notice under Rule-10 and Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970, as well as</p>	<p>Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent- which is forwarded to the Addl. Director/Joint Secretary, Director</p>	<p>1. Departmental Class-3 Rules.</p> <p>2. Rules of Business of the department.</p> <p>3. Punishment and Appeal Rules, 1970.</p> <p>4. Common Services</p>	

		<p>authorized for the Recruitment, Promotion, Posting/Transfers of the Staff as Head of the Department.</p> <p>3. Secretary works as Administrative Head as well as appellate authority.</p>	and Secretary for final orders.	and Condition Rules, 1994 and other related rules of the State Government.	
9	<b>Establishment-4</b>	<p>1. Matter regarding delegation of powers to decide Show Cause Notice under Rule-10 of the Punishment and Appeal Rules, 1970.</p> <p>2. Commissioner/Director to decide Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970, as well as authorized for the Recruitment, Promotion, Posting/Transfers of the Ministerial Staff as Head of the Department.</p> <p>3. Secretary works as Administrative Head as well as appellate authority against the orders of Commissioner/Director.</p>	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent - Which is forwarded to the Branch officer, Director and Administrative Secretary.	<p>1. Punjab Food &amp; Supplies (class-III), Service Rules, 1990.</p> <p>2. Rules of Business of the department.</p> <p>3. Punishment and Appeal Rules, 1970</p> <p>4. Common Services and Condition Rules, 1994 and other related rules of the State Government.</p>	
10	<b>Establishment Accounts -1</b>	1. Deputy Secretary to approve all the maintenance& repair	Sr. Asstt./Jr. Auditor/Care taker to	As per serial no. 2 of Rule 19.6 of	



		works. 2. Director to decide about the purchases & approve the bills of repair & maintenance, building rent bills, electricity bills, water bills, CSS bills, rent bills of building of head office and districts, land line and mobile bills, medical bills, LTC bills, general works bills and arrears of salary and GPF bills.	put up and deal the case and submit to the Supdt.-which is forwarded to the ADO, then Deputy Secretary and Commissioner for final orders.	Rule Book volume-1.	
11	<b>Establishment Accounts -2</b>	To make sure that the work of pay fixation and pensioners benefits are disposed according to the instructions of Punjab Government and give order to issue the same benefits in time.	This branch collects the certificate of service verification of gazetted officer at head office and circle office and give the benefits of annual increments and also fix pay after the promotion, ACP benefits and pay fixation of revised pay commission.	As per CSR, TA rules and instructions of Punjab Government	
12	<b>Inspection</b>	To ensure that the Audit	To deal the	--	

		Report/Paras are received by the District Office sent by A.G.Pb. then after the annotated reply are got prepared by the District offices/branches of head office & sent to the A.G.Pb.and pb. Vidhan Sabha SECTT for settling the Paras.	inspection reports and where-ever discrepancies are pointed out by the field functionaries, necessary instructions are issued to field staff to remove the same immediately.		
13	<b>Banking</b>	Matter related to Fixed Deposits and Renewal of FDR Discharge of FDR approved by the Managing Director and rest of other matter are resolved at the Additional Director Finance level.	Junior Auditor to put up the case to the Senior Auditor, which is forwarded to ACFA/AO, Director Finance/CFA, DFS & SFS.	Punjab Financial Rules of current year.	
14	<b>Less-Excess</b>	To check PR 35/7 reports which are presented on file by branch staff.	To check PR 35/7 reports that access has been accounted for as norms fixed by department. If any less-excess/shortage is detected, Administrative action is initiated against the delinquent	Norms of excess in wheat dated 16.4.1999 are followed by the staff to ascertain whether as per norms.	

			official upto the level of AFSO.		
15	<b>Quality Control</b>	To make sure that the field staff are properly maintaining the stocks, and regular inspections are being done by the field staff and senior officers as per the norms fixed by the Director, Food Civil Supplies and Consumer Affairs.	To deal the inspection reports and where-ever discrepancies are pointed out by the field functionaries, necessary instructions are issued to field staff to remove the same immediately.	<ol style="list-style-type: none"> <li>1. FSSAI</li> <li>2. Quality</li> <li>3. Technical Manual of FCI</li> <li>4. As per PR Manual</li> </ol>	
16	<b>Wheat Accounts &amp; Recovery (1 to 5)</b>	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy. To check the recoveries regarding amount withheld by FCI and deduction made by FCI on various accounts and check the amount recoverable from official which is calculated by the concerned districts, which are presented on file by the branch staff.	Checks the various Cash, Stock and Inventory Accounts received from districts. Initially intimation is received from the Districts about deduction made by FCI on various accounts and amount recoverable from official and then required documents	<ol style="list-style-type: none"> <li>1. Rules of Business of the department</li> <li>2. Storage Policy maintained by Storage Branch</li> <li>3. Transportation policy maintained by Budget Branch.</li> <li>4. Incidental and other Charges like MSP etc. fixed by</li> </ol>	5.

			are received from the districts and send to Administrative branch and in case of FCI further follow up is taken with GM FCI, Regional Office , Punjab, Chandigarh.	Government of India and circulated by Incidental Branch. Punjab Civil Services Rules and as per the instructions in respect of Food & Supply Department	
17	<b>Rice Accounts (1 to 3)</b>	To examine the various paddy stock and C.M.R. and miller wise accounts received from districts as per the laid down policy.	Checks the various stock and accounts received from districts.	<ol style="list-style-type: none"> <li>1. Rules of business of the department.</li> <li>2. Policy maintained by Rice Branch</li> <li>3. Incidental and other charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> <li>4. Rates of Gunny bags circulated</li> </ol>	5.

				by Incidental Branch.	
18	<b>Budget Fund</b>	<p>a. Issue of Dept. policies regarding Labour/Cartage, Transportation, PEG Godown&amp;Dharam Kanda.</p> <p>b. Allotment of Department Budget.</p> <p>c. Approval of rates regarding Labour/Cartage, Transportation, PEG Godown.</p>	Jr. Auditor to put up the case to Sr. Auditor, which is forwarded to ACFA/AO, Dir. Finance/CFA, DFS & SFS.	<p>1. Preparation of Dept. Budget according to Rules of Budget manual.</p> <p>2. Policies issued by the Dept. regarding Labour/ Cartage, Transportation, PEG Godown&amp;Dharam Kanda.</p>	<b>3.</b>
19	<b>Incidental</b>	To get the rates of incidentals finalized from GOI for each crop year i.e. Rabi Marketing Season and Kharif Season.	➤ To prepare proposal the rates of incidentals and to get it finalized from GOI for each crop year i,e Rabi Marketing Season and Kharif Season every year for the purchase of wheat and paddy.	<p>1. The Punjab Value Added Act 2005.</p> <p>2. (ID Cess) Punjab Infrastructure Development &amp; Regulation Act 2002.</p> <p>3. Punjab Agriculture Produce Market Act 1961.</p>	<b>4.</b>

			<ul style="list-style-type: none"> <li>➤ To send funds of gunny bales to D.G.S.&amp;D. Kolkata.</li> <li>➤ To issue instructions to field offices regarding paying of I.D.Fee/Cess and VAT and Bonus for each crop. (Wheat and paddy).</li> <li>➤ To arrange the funds through CCL for purchase of foodgrains.</li> </ul>		
20	<b>Compilation</b>	Preparation of balance sheet, reconciliation of loaning/borrowing gunnies account with state procuring agencies and appointment/maintaining of record and extension in contractual period of contract employees time to time.	Preparation of balance sheet, reconciliation of loaning/borrowing gunnies account with state procuring agencies and appointment/maintaining of record and extension in contractual period of contract employees	As per Punjab Financial Rules of current year.	

			time to time.		
21	<b>GPF</b>	1. Additional Director-cum-Controller Food Accounts-to approve final payments and non-refundable advances.	Clerk to put up the case then dealing hand to deal it and submit to the Senior Auditor which is forwarded to the Assistant Controller, Finance and Accounts then CFA Additional Director-cum-Controller Food Accounts for final orders.	Chapter 13 of Punjab CSR Volume-II.	
22	<b>UID wing</b>	State Registrar, UID implements provisions of the Aadhaar Act, 2016 and coordinate with UIDAI, Government of India, various Central Ministries, State departments and other stakeholders under the project. The Registrar office also handles matters involving decisions on creation of Aadhaar enrolment infrastructure in the State,	Nodal Officer, UID Punjab supervise day to day ongoing activities related to Uid Project Punjab and assists UID PMU Team in effective implementation and execution of State project	In compliance wih UIDAI, GoI	In compliance wih UIDAI, GoI

		procurement of technical equipments, conceptualization of new Aadhaar based applications for improving public services delivery.			
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