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**GOVERNMENT OF PUNJAB  
DEPARTMENT OF FOOD CIVIL SUPPLIES &  
CONSUMER AFFAIRS, PUNJAB**

**STANDING ORDER**

In pursuance of the provisions of Rules 18 and 19 of the Rules of Business of the Government of Punjab, 1992, as framed vide Punjab Government Order No.15/1/92-GC(2)/3214, dated 25<sup>th</sup> February, 1992 and as per Allocation of Business (1<sup>st</sup> Amendment) Rules 2012 vide No.1/1/2012-GC(5)/3742 dated 16<sup>th</sup> March 2012, it is hereby ordered that in respect of the Department of Food, Civil Supplies & Consumer Affairs, the cases mentioned in Annexure-I shall be submitted to the Chief Minister, Punjab, the cases mentioned in Annexure-II shall be submitted to the Minister-in-charge of the Department of Food, Civil Supplies & Consumer Affairs, the cases mentioned in Annexure-III shall be submitted to the Principal Secretary or Administrative Secretary, Department of Food, Civil Supplies & Consumer Affairs or under his orders to any other officer and cases mentioned in Annexure-IV shall be disposed of at the level of Director-cum-Secretary/Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary of Department of Food, Civil Supplies & Consumer Affairs.

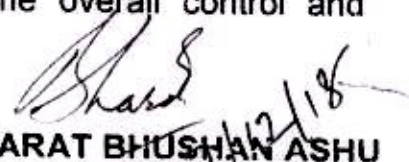
2. During my absence from the Headquarters, cases of immediate nature, which are required to be disposed of at my level, decisions on which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall be disposed off by the Principal Secretary, Government of Punjab, Department of Food, Civil Supplies & Consumer Affairs or by the Administrative Secretary if there is no Principal Secretary in the Department. However, such cases shall be shown to me on my return to Headquarters.

3. All cases to be disposed off at the level of Chief Minister will be routed by the Principal/Administrative Secretary through the Minister-in-Charge.

4. Cases, which are not covered/mentioned in Annexures, shall be disposed off as per the Rules of Business ibid.

5. This delegation will be subject to the overall control and directions of the undersigned.

Dated, Chandigarh  
the 7 Oct. 2018

  
**BHARAT BHUSHAN ASHU**  
Food, Civil Supplies and Consumer  
Affairs, Minister, Punjab



A copy is forwarded to the Secretary to Governor, Punjab for the kind information of H.E. Governor of Punjab, Chandigarh.

d  
Principal Secretary, Food Supply

To

The Secretary to Governor, Punjab, Chandigarh  
No.15/32/95-4E1/1378864/1 dated, Chandigarh: 21/12/18

A copy is forwarded to the Principal Secretary to Chief Minister, Punjab for information.

d  
Principal Secretary, Food Supply

To

Principal Secretary to Chief Minister, Punjab  
No.15/32/95-4E1/1378864/2 dated, Chandigarh: 21/12/18

A copy is forwarded to the Chief Secretary to Govt. of Punjab, Department of General Administration (in General Coordination branch) for information.

d  
Principal Secretary, Food Supply

No.15/32/95-4E1/1378864/3 dated, Chandigarh: 21/12/18

A copy is forwarded to the Principal Secretary to Govt. of Punjab, Department of Food Processing for information.

d  
Principal Secretary, Food Supply

No.15/32/95-4E1/1378864/4 dated, Chandigarh: 21/12/18



**Annexure-I****CASES TO BE DECIDED AT THE LEVEL OF CHIEF MINISTER, PUNJAB**

1. All cases/classes of cases that are to be submitted to the Chief Minister under Rule 28(1) & 28(2) of the Rules of Business of the Government of Punjab-1992, as amended from time to time.
2. Cases which affect or are likely to affect the interest of the Scheduled Castes and Backward Classes.
3. Proposals for the appointment and posting of the Heads of the Departments and of the officers holding posts equivalent thereto.
4. Appeals of HoDs/IAS/PCS Officers.
5. Proposals for the prosecution, suspension, dismissal removal or compulsory retirement of the officers holding the posts of the Heads of the Departments and the posts equivalent thereto.
6. Cases relating to all policy matters including cases in which new policy is to be formulated or the existing policy relating to the functioning of the Department is to be changed.
7. Foreign deputation and training out of India in respect of IAS/PCS Officers.
8. Earned leave and Ex-India leave in respect of all Officers/Officials above three months.
9. Cases which are required to be submitted to the Governor/Council of Ministers in accordance with the provisions of Rules of Business.
10. Appointment of Chairperson/Director, PUNSUP/PUNGRAIN/Boards/Corporations/Other entities.
11. Appointment of President and Members of the State Commission and District Forums for Redressal of Consumer Disputes.
12. Cases relating to re-employment of the Group-'A' Officers.
13. Cases where successor Minister wishes to modify the orders of his predecessor in office.



14. Cases in which there is difference of opinion between Secretary and Minister-in-Charge, the proposal is to be sent through Chief Secretary.
15. Proposals for giving guarantee by the State Government, for raising loans by the corporation under the administrative control of the Department.
16. Cases which affect the relations of the State Government with Government of India or any other State Government or the Supreme Court or the High Court of Punjab and Haryana.
17. Scheme and Projects involving investment of one Crore rupees and above.
18. Constitution and appointments in all State Level Committees, Boards, Commissions and Statutory Bodies.
19. Inter State Agreements.
20. Important Policy and other reference received from and made to Government of India.
21. Reference to Vigilance Department in respect of the Officers DFSC and above.
22. Such other cases or Class of cases as the Chief Minister may consider necessary.



**Annexure-II****CASES TO BE DECIDED AT THE LEVEL OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS MINISTER BEING MINISTER-IN-CHARGE**

1. Assembly Questions/Assurances made by the Minister on the floor of the House.
2. Replies to questions of Lok Sabha and Rajya Sabha where information is to be given which is other than merely factual and statistical.
3. All matters relating to the Committee on Subordinate Legislations and Committee on Assurances.
4. Framing/Amendment of Acts and Rules and references to be made to the Legal Remembrancer regarding proposal of Draft bills.
5. Issue of Control Orders or Licensing Orders under the Central/State Acts.
6. Material for Governor's and Finance Minister's address.

**ADMINISTRATIVE MATTERS:**

7. All Establishment matters relating to Group 'A'.
8. Proposals for creation and abolition of Group-'A' posts.
9. Deputation of all Group 'A' Officers outside the department.
10. Resignation of all Group-'A' officers.
11. Promotion/reversions/postings and transfers of Group-'A' Officers.
12. Memorial(s) submitted by Group-'A' Officers.
13. Withdrawal of cases from courts of Group-'A' Officers.
14. Representation against adverse remarks of Group-'A' Officers.
15. Premature retirement of Group-'A' Officers.
16. Service Rules of Group 'A' Officers and amendments thereof.
17. Reference to Vigilance Department in respect of officers below the rank of DFSC.
18. All cases relating to the disciplinary proceedings under Rule 8 of the Punjab Civil (Punishment and Appeal) Rules, 1970 in respect of Group-'A' Officers.
19. All cases of appeals/reviews of Group-'A' Officers.
20. Resignation of all the officers of the rank of Junior/Senior Auditor.
21. Promotion/reversion/posting and transfers of the Group-A and Group-B officials.
22. Property returns of Group-'A' Officers.
23. Cases relating to extension in term of employment of Group-'A' Officers.
24. Earned leave and Ex-India leave in respect of Group-'A' Officers upto three months.



**FINANCIAL MATTERS:**

25. Proposals/Schemes involving new expenditure.
26. Financial irregularities of serious nature.
27. Cases relating to the recommendations of PAC/Estimates Committee when ripe for final decision.
28. Administrative & Financial Matters relating to the State Commission and District Consumer Forums.
29. Finalization of annual balance sheets of the PSU's under the control of the Department.

**GENERAL:**

30. Cases to be sent to Chief Minister, Punjab.
31. Policy decision regarding holding of price line control and distribution/price of essential commodities and issue of modification orders under the Essential Commodities Act.
32. All cases regarding policy decisions with regard to purchase sale, acquisition and export of food grains.
33. Policy matters regarding introduction of new and innovative methods of storage of food grains.
34. Follow up regarding announcements made by C.M. Punjab.
35. Commission of Enquiry cases.
36. Annual Administrative reports.
37. Cases regarding decision of Council of Ministers.
38. Directions regarding brick kilns price, size and quality of bricks.
39. Recalling of the files pertaining to any issue from all the PSU's under the control of the Administrative Department and to take corrective measures, if it is permissible under the relevant Act/Statue.
40. Approval of notifications for acquisition of land.
41. Appeals/Review under various control orders to be decided by the State Government.
42. Cases under various control orders and licensing orders involving question of policy.
43. Any case specifically asked for by the Minister-in-charge.



**Annexure-III****CASES TO BE DISPOSED OF BY PRINCIPAL SECRETARY FOOD AND CIVIL SUPPLIES**

1. All establishment matters relating to Group 'B' employees.
2. Withdrawal of cases from Courts of Group 'B' employees.
3. All cases relating to the disciplinary proceedings under Rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect Group 'B' employees.
4. Appeals against the orders of Director Food and Supplies regarding punishments imposed.
5. Reference to Vigilance Department in respect of all Group 'C' and Group 'D' employees.
6. Service Rules of Group 'B' Establishments and amendments thereof.
7. Requisition to be placed with the PPSC for Group 'B' posts and equivalent contract posts.
8. Appeals filed by officer/officials in respect of Group 'C' and equivalent contract posts.
9. Earned leave and Ex-India leave in respect of Group-'B' employees upto three months.
10. Property returns of Group-'B' employees.

**FINANCIAL MATTERS:**

11. Cases relating to PAC/PEC/PUC oral examination/recommendations.
12. Waiving of claim or recovery of a substantial amount against non-gazetted/gazetted employees.
13. Cases where recovery pointed out by the Accountant General is to be waived off in consultation with the Finance Department.
14. Budgetary matters/Budget Estimates/Revised Estimates/Supplementary Estimates.

**GENERAL**

15. Prosecution under Punjab Hoarding and Profiting Prevention Order, 1971 and other control order where sanction of the Government is required.
16. Replies to questions in Parliament where information to be given is merely factual.
17. Replies to important Court cases.
18. Procurement and Storage of food grains.



**Annexure-IV****CASES TO BE DISPOSED OF AT THE LEVEL OF DIRECTOR-CUM-  
SECRETARY/SPECIAL SECRETARY, ADDITIONAL SECRETARY/JOINT  
SECRETARY/DEPUTY SECRETARY/UNDER SECRETARY****DIRECTOR-CUM-SECRETARY/SPECIAL SECRETARY****ADMINISTRATIVE MATTERS**

1. All matter relating to Group 'C' posts including appointments and disciplinary action.
2. Appointment by promotion Group 'C' employees.
3. Appointment on deputation to Central/State Government and Corporations. Training of officials within India, Group 'C' and equivalent contract posts.
4. Extension of Probationary period, confirmation, promotion, seniority cases, all disciplinary cases involving penalty by suspension & revocations and acceptance of resignation of Group 'C' employees and equivalent contract posts.
5. Entrusting cases to the Police, Courts and allowing expenses thereof and ordering departmental enquiries of Group 'C' employees and equivalent contract posts.
6. All miscellaneous matters not specified otherwise in respect of Group 'C' employees and equivalent contract posts.
7. Transfer and posting of Group 'C' employees and equivalent contract posts.
8. Gratuity, pension and completion of probationary period of Group 'C' employees and equivalent contract posts where there are adverse recommendations and cases are not clear.
9. Initial appointments on recommendations of PSSSB for Group 'C' employees.
10. Refusal of LPR of Group 'C' and equivalent contract posts.
11. Extension in adhoc promotion Group 'C'.
12. Extension in service beyond 55 years of Group 'C'.



13. Reference to the PSSSB where no policy is involved for Group 'C' and equivalent contract posts.
14. Travelling beyond jurisdiction within India, fixation of pay, loans advances and honorarium for Group 'C' and equivalent contract posts.
15. All other matters relating to Group 'C' and equivalent contract posts.

#### **GENERAL MATTERS**

16. Sanction of time barred claim in respect of pay, T.A. etc. of Group 'C' and equivalent contract posts.
17. Reimbursement of medical charges of Group 'C' and equivalent contract posts.
18. Issue of sanction after budget has been passed and concurrence of Finance Department has been obtained.
19. Disposal of stores by Public Auction in accordance with the Rules.

#### **GENERAL**

20. Tour Programme of the Directorate Staff.
21. Other routine cases.
22. Procurement and Storage of Foodgrains as per policy.
23. Opening of mandis/purchase centers as per policy.
24. Release of securities of Govt. Commission Agents.
25. Tour Programme of Additional Director/Joint Director/Deputy Director/Assistant Director/Controller, Food and Accounts/DCFA/ACFA/Superintendent Grade-1.
26. Cases where payment as a result of verification done by the Accounts Sub Committee/Civil Supplies Committee are to be made to claimants.
27. Release of securities of various categories of foodgrains dealers concerning with Food and Supplies Department.
28. Tour Programme and casual leave not exceeding 4 days?
29. Purchase/hiring/disposal of vehicles.
30. Grant of T.A. beyond 30 days of Group 'C' Staff.



31. Deputation and Training (within the country) of Group 'C' Staff.
32. Complaints against group 'C' staff.
33. Policy regarding movement of wheat/paddy.
34. All cases regarding day to day administration of various control orders.
35. Claims regarding shortage in transit cases where orders required virtue of financial powers?
36. Periodical reports regarding working of Department.
37. Collection/Compilation of statistics relating to procurement and other function of the Department.
38. Appeal cases under all control orders against the orders of District Magistrate.
39. Allotment of ranks/IRK/RC to Govt./Semi Govt. bodies.
40. Cases regarding supply of HSD/LDD to Agricultural sector.
41. Co-ordination between oil companies and Ministry of Petroleum & Chemical regarding supply to Punjab for Agricultural Industries Purposes.
42. Implementation of policy regarding allotment of depots/Fair Price shops under the policy laid down by the Government.
43. Fixation quota of essential commodities, district wise of quantum for depots/consumers in respect of Supplies items.
44. Distribution of work among headquarters officers.
45. Payment of road transport charges and approval of mandi proforma and transport charges subject to general control of Director Food & Supplies.
46. Grant of rice export permits.
47. Approval of incidental charges and cases regarding allocation of storage of rice.
48. Regularization of shortage in central, storage depots (rice)- Reference to Government of India.
49. Theft/misappropriation cases of stocks of foodgrains.



50. Fixation of rates of gunny bags (for rice procurement).
51. Journey beyond jurisdiction by DFSC/DFSO upto 10 days.
52. Sanction of loans/advances as followed by the Punjab Government from time to time to Group 'C' employees.
53. Allocation of PDS items to discretion.
54. All cases to be submitted to Principal Secretary/Administrative Secretaries to be routed through DFS/Ex-officio/Secretary/Special Secretary except appeals against the letter's orders.

**ADDL. SECRETARY/JOINT SECRETARY/DY. SECRETARY/UNDER  
SECRETARY**

55. Correspondence with GOI/FCI regarding matters not requiring the notice of Administrative Secretary.
56. Civil Suit/Writ Petitions where State Govt. is impleaded as a party.
57. Fortnightly returns showing stocks of wheat, gram, barley held by the licenses in the State.
58. Market Fee all cases.
59. TA of full rates beyond 10 days & upto 20 days in the case of Group 'A'
60. Reimbursement of medical charges upto Rs.1000 Rs.1000/- to Group 'A' and 'B' employees working in the Circle Offices/HQ.
61. Departmental Examinations.
62. Anti smuggling cases.
63. Rent of office accommodation at Head Office and Circle office to be approved by PSFS originally in subsequent years approval to be given.
64. District-wise distribution of staff (Temp. & Permanent).
65. Appropriation and Re-appropriation of funds provided.
66. Co-ordination with other Government Department.
67. Ration depots cases within purview of policy.