

Manual 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
1	Rice	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 of the Govt.	Custom milling policy issued every year.
2	Storage	<ul style="list-style-type: none"> • Sanctioning of Godown rent • Sale and purchase of stock articles through tenders • Sanction for hiring and salaries of Security Guards • Recruitment of P.R Chowkidars on compassionate grounds 	<ul style="list-style-type: none"> • To Check PG-57/P.V reports which are sent by field staff. • Physical verification reports which are sent by field staff and present them to higher authorities • Deals with the rent of Godowns and present them for sanctioning to higher authorities. • Verification of salary bills of security guards sent by security agencies and present them to the higher authorities for approval 	P.R Manual Rule- Part II Punjab Civil Services Rules 1970 under Rule 8 and Rule 10
3	Distribution	➤ To decide the cases relating to transfer & renewal of FPS dealership and restoration of	➤ To put up cases relating to transfer & renewal of FPS dealership and restore	1. National Food Security Act, 2013. 2. The Punjab Targeted Public

		<p>supplies of suspended FPS.</p> <ul style="list-style-type: none"> ➤ To ensure allocation and distribution of foodgrains ➤ To ensure that checking's of FPS are done by the field functionaries, as per norms, which are presented on file by the branch staff. ➤ To hear appeals against the orders of DFSC. 	<p>supplies of suspended FPS.</p> <ul style="list-style-type: none"> ➤ To deal with the complaints regarding distribution of subsidized foodgrains. ➤ 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. 	<p>Distribution 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	Supply	<p>The checkings 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 are seen by officers & appropriate decision is taken.</p>	<p>To check that the checking's of Petrol Pumps, Brick Kilns, Gas Agencies & Solvent Plants 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.</p>	<p>1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.</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</p>

				<p>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 Petroleum Gas (Regulation of Supply and Distribution) Order, 2000.</p> <p>7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000.</p> <p>8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and</p>
--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

				Prevention Of Use in Automobiles) Order 2000
5	Food Purchase	Additional Director (Procurement) acts as Admin authority of branch and forward the cases to final decision making authorities Commissioner /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-which is submitted to the Additional Director (Procurement), Commissioner and Secretary for final orders.	As per GOI/ Department orders/ guidelines and PUNGRAIN's Board of Directors.
6	Superintendent Establishment - 1	<ol style="list-style-type: none"> 1. Director/Commissioner to decide show cause notice under Rule 10 of the Punishment and Appeal Rules, 1970 2. Secretary to decide charge sheet under Rule 8 of Punishment and Appeal Rules 1970 	Assistant to put up the case Superintendent, which is forwarded to Joint Secretary/Director/Commissioner and Principle Secretary for final orders.	<ol style="list-style-type: none"> 1. Department class -1 and class-2 Rules. 2. Rules of business of the department 3. Punishment and appeal Rules 1970 4. Common Service and Condition Rules 1994 and other related Rules of the Government.
7	Establishment - 2	<ol style="list-style-type: none"> 1. Deputy Secretary-to decide Show Cause Notice under Rule-10 of the Punishment and Appeal Rules, 1970 2. Commissioner to decide Show Cause Notice under Rule-10 and Charge sheet under Rule-8 	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent-which is submitted to the Deputy Secretary, Commissioner and Secretary for final orders.	<ol style="list-style-type: none"> 1. Departmental Class-3 Rules. 2. Rules of Business of the department. 3. Government employees (Conduct) Rules), 1966.

		<p>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.</p>		<p>4. Punishment and Appeal Rules, 1970.</p> <p>5. Instructions issued by the State Government on service and financial matters by the department of Personnel, Finance, etc.</p> <p>6. Government of Punjab's "The Punjab Civil Services (General & Common Conditions of Service) Rules, 1994. and other related rules of the state Government.</p>
8	Establishment-3	<p>1. Matter regarding delegation of powers to Decide Show-Cause Notice under Rule-10 of the Punishment and Appeal Rules-1970 is under consideration.</p> <p>2. Director to decide Chargesheet under Rule-8 of</p>	<p>Clerk to put-up the case-then dealing hand to deal and submit to the Superintendent-which is forwarded to the Deputy Secretary, Director and Secretary for the final orders..</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 and Condition Rules, 1994 and other related rules of the State</p>

		<p>the Punishment and Appeal Rules-1970,</p> <p>3. Secretary works as Administrative Head as well as appellate authority against the orders of Director as well as authorized for the Promotion, Posting/Transfers etc. of the Assistant Food and Supplies Officer as Head of the Department</p>		Government.
9	Establishment-4	<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>Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent - Which is forwarded to the Joint Secretary, Commissioner and Secretary for final orders.</p>	<p>1. Punjab Food & 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>

		3. Secretary works as Administrative Head as well as appellate authority against the orders of Commissioner/Director.		
10	Establishment Accounts -1	<ol style="list-style-type: none"> 1. Deputy Secretary to approve all the maintenance & repair 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. 	Sr. Asstt./Jr. Auditor/Care taker to 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.	As per serial no. 2 of Rule 19.6 of Rule Book volume 1.
11	Establishment Accounts -2	To make sure that the work of pay fixation and pensioner benefits are disposed according to the instruction of Punjab Government and give order to issue the same benefits in time.	This branch collect 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	Inspection	To ensure that the Audit Report/Para,s are received by the District Office sent by A.G. Pb. then after the annotated reply are got prepared by the branch & sent to the A.G. Pb. for settling the Para,s.	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.	--
13	Recovery	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 concerned districts, which are presented on file by the branch staff,	Initially intimation is received from the districts about deduction made by FCI on various accounts and amount recoverable from official and then required documents 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.	Punjab Civil Services Rules and as per the instructions in respect of Food & Supply department.
14	Banking	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 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.
15	Less-Excess	To check PR 35/7 reports which	PR 35 reports is prepared by	Norms of excess in wheat

		are presented on file by branch staff.	the Inspector at the time of vacation of Plinth/Godowns and is submitted to the DFSCs concerned, who after his satisfaction sent the same to the Head Office in Shortage Branch. The district wise allocation of work amongst the staff has been made and each PR 25 report is scrutinized by the Branch Official by preparing a table to see that excess has been accounted for as per norms. The prevailing norms of excess are as under: <ol style="list-style-type: none"> 1. For covered Godowns 1%. 2. For open godown/cap storage 0.7% 3. Excess will be taken only during first year of storage. 	dated 16.4.1999 are followed by the staff to ascertain whether as per norms.
16	Quality Control	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	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	<ol style="list-style-type: none"> 1. As per PR Manual 2. Punjab Levy Control Order

		by the Director, Food Civil Supplies and Consumer Affairs.	immediately.	
17	Wheat Accounts (1 to 4)	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy.	Checks the various Cash, Stock and Inventory Accounts received from districts.	<ol style="list-style-type: none"> 1. Rules of Business of the department 2. Storage Policy maintained by Storage Branch 3. Transportation policy maintained by Budget Branch. 4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch.
18	Rice Accounts (1 to 3)	To examine the various paddy stock and C.M.R./levy rice 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"> 1. Rules of business of the department. 2. Transportation policy maintained by Budget Branch. 3. Incidental and other charges like MSP etc. fixed by Government of India and circulated by Incidental Branch 4. Rates of Gunny bags circulated by

				Incidental Branch.
19	Budget Fund	<p>a. Issue of Dept. policies regarding Labour/Cartage, Transportation, PEG Godown & 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 & Dharam Kanda.</p>
20	Incidental	To get the rates of incidentals finalized from GOI for each crop year i.e. Rabi Marketing Season and Kharif Season.	<ul style="list-style-type: none"> ➤ 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. ➤ To send funds of gunny bales to D.G.S.&D. Kolkata. ➤ To issue instructions to field offices regarding paying of I.D.Fee/Cess and VAT and Bonus for each crop. (Wheat and paddy). ➤ To arrange the funds through CCL for purchase of food 	<p>1. The Punjab Value Added Act 2005.</p> <p>2. (ID Cess) Punjab Infrastructure Development & Regulation Act 2002.</p> <p>3. Punjab Agriculture Produce Market Act 1961.</p>

			grains.	
21	Compilation	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 time to time.	As per Punjab Financial Rules of current year.
22	GPF	1. Deputy Secretary -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 Deputy Secretary for final orders.	Chapter 13 of Punjab CSR Volume-II.