

**Manual 4: Norms for Discharge of Functions**

Sr No.	Branch Name	Nature of functions/services offered	Norms/ standards for functions/ service delivery	Time limits for achieving the targets	Reference document prescribing the norms
1	<b>Rice</b>	State Govt. procures paddy on behalf of Govt. of India and delivers due rice to F.C.I. The paddy procured is allotted to eligible rice mills for the purpose of milling. The branch while monitoring the delivery process ensures that millers strictly follow the rice delivery schedule laid down by the Govt. Those millers who lag behind the delivery schedule are acted against as per the provisions contained in the custom milling policy.	Custom milling policy	As per Govt. Rules	Custom milling policy
2	<b>Storage</b>	Storage and Movement of Wheat	P.V of stocks within every six months. Annual rent of Godown/plinths	As early as possible	P.R Manual-Part II

3	<b>Distribution</b>	<ul style="list-style-type: none"> <li>• Allocation of foodgrains under NFSA/ TPDS.</li> <li>• Transfer &amp; renewal of FPS licenses.</li> <li>• RTI case for providing information related to the branch.</li> </ul>	As per the guidelines of GOI and provisions of NFSA/TPDS control order.	<ul style="list-style-type: none"> <li>• Allocation of subsidized wheat is issued twice a year.</li> <li>• Appeals filed by FPS dealers are dealt as per the TPDS control order.</li> <li>• Application for transfer of FPS licenses and RTI applications are processed immediately.</li> </ul>	<b>Attached</b>																
4	<b>Supply</b>	To ensure that Petrol Pumps, Brick Kilns, Gas Agencies & Solvent Plants are functioning according to Government norms by getting these checked from the field functionaries of the department.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Gas Agencies</td> <td style="width: 25%;">1. DD(F)</td> <td style="width: 20%;">2% +</td> <td style="width: 40%; text-align: right;">1 (Parallel Marketing)</td> </tr> <tr> <td></td> <td>2. DFSC</td> <td>5% +</td> <td style="text-align: right;">1 (Parallel Marketing)</td> </tr> <tr> <td></td> <td>3. FSO</td> <td>10% +</td> <td style="text-align: right;">1 (Parallel Marketing)</td> </tr> <tr> <td></td> <td>4. AFSO</td> <td>15% +</td> <td style="text-align: right;">1 (Parallel Marketing)</td> </tr> </table>	Gas Agencies	1. DD(F)	2% +	1 (Parallel Marketing)		2. DFSC	5% +	1 (Parallel Marketing)		3. FSO	10% +	1 (Parallel Marketing)		4. AFSO	15% +	1 (Parallel Marketing)	<p>The checking reports have to be submitted by the field officers on monthly basis to head office by 10<sup>th</sup> of subsequent month.</p> <p>The Brick Kiln owner has to apply for renewal of license before 31<sup>st</sup> March every year. If he fails to do so, the brick kiln license is either suspended or cancelled.</p>	<p>Head Office letter no. 3S(General)-2014/314 Dated:26-03-2014 regarding norms for checking's of Gas Agencies, Petrol Pumps and Brick Kilns.</p>
Gas Agencies	1. DD(F)	2% +	1 (Parallel Marketing)																		
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			<table border="1"> <tr> <td>Petrol Pumps</td> <td>           1. DD(F)            2. DFSC            3. FSO         </td> <td>           2 in the division            2 in the district            3 in his area         </td> </tr> <tr> <td>Brick Kilns</td> <td>           1. DD(F)            2. DFSC         </td> <td>           3 in the division            5 in the district         </td> </tr> </table>	Petrol Pumps	1. DD(F) 2. DFSC 3. FSO	2 in the division 2 in the district 3 in his area	Brick Kilns	1. DD(F) 2. DFSC	3 in the division 5 in the district	<p>The DFSC can reinstate a suspended license of Brick Kiln within 180 days of suspension. If the license is not renewed within this period then the B.K.O can file appeal before the Director within 30 days of the decision.</p> <p>Further, the appeal against the decision of Director can be filed with the Secretary to Govt.</p>	
Petrol Pumps	1. DD(F) 2. DFSC 3. FSO	2 in the division 2 in the district 3 in his area									
Brick Kilns	1. DD(F) 2. DFSC	3 in the division 5 in the district									
5	<b>Food Purchase</b>	Procurement of wheat and paddy for Central pool and NADS 2013 within the specification and MSP fixed by G.O.I. on behalf of Ministry of Food, GOI.	NA	<ol style="list-style-type: none"> <li>1. Arrangements of bales before the commencement of procurement season.</li> <li>2. Allotment of mandis before the commencement of procurement season.</li> <li>3. Wheat/ paddy are procured within stipulated</li> </ol>	Not applicable						

				procurement period as decided by the State Government. 4. Lifting of procured wheat and paddy within 72 hrs or as early as possible.	
6	<b>Establishment -1</b>	Service matter disposed off for Recruitment Promotion, Posting/Transfer, Disciplinary proceedings.	1. Departmental Class-1 and 2 rules. 2. Rules of business of the department. 3. Punishment and Appeal Rules, 1970. 4. Common Services and condition Rules, 1994 and other related rules of the State Government.	As early as possible.	1. Departmental Class-3, 1990 and class-4 Rules. 2. Rules of business of the department. 3. Punishment and Appeal Rules, 1970. 4. Common Services and condition Rules, 1994 and other related rules of the State Government.

7	Establishment -2	Service matter disposed off for Recruitment, Promotion, Posting/Transfer, Disciplinary proceedings	<ol style="list-style-type: none"> <li>1. Departmental Class-3(Punjab Food and Supplies (Class III) Service Rules, 1990) and Class-4 Rules.</li> <li>2. Rules of Business of the department.</li> <li>3. The Government Employees (Conduct) Rules, 1966</li> <li>4. The Punjab Civil Services (Punishment and Appeal) Rules, 1970.</li> <li>5. Instructions issued by the State Government on Service and Financial matters by the department of Personnel, Finance etc.</li> <li>6. Government of Punjab's "The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and other related rules of the State Government..</li> </ol>	As early as possible	<ol style="list-style-type: none"> <li>1. Departmental Class-3(Punjab Food and Supplies (Class III) Service Rules, 1990) and Class-4 Rules.</li> <li>2. Rules of Business of the department.</li> <li>3. The Government Employees (Conduct) Rules, 1966</li> <li>4. The Punjab Civil Services (Punishment and Appeal) Rules, 1970.</li> <li>5. Instructions issued by the State</li> </ol>
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					<p>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 and Common Conditions of Service) Rules, 1994 and other related rules of the State Government..</p>
8	<p><b>Establishment</b> <b>-3</b></p>	<p>Service matter disposed off for Recruitment Promotion, Posting/Transfer, Disciplinary proceedings.</p>	<ol style="list-style-type: none"> <li>1. Departmental Class-3, 1990</li> <li>2. Common Services and Condition Rules, 1994 and other related rules of the State Government.</li> <li>3. Rules of Business of the department.</li> <li>4. Punishment and Appeal Rules, 1970 Common Services and Condition Rules, 1994 and</li> </ol>	<p>As early as possible</p>	<ol style="list-style-type: none"> <li>1. Departmental Class-3, 1990</li> <li>2. Common Services and Condition Rules, 1994 and other related rules of the State Government</li> </ol>

			other related rules of the State Government.		<p>3. Rules of Business of the department.</p> <p>4. Punishment and Appeal Rules, 1970 Common Services and Condition Rules, 1994 and other related rules of the State Government.</p>
9	<b>Establishment -4</b>	Service matter disposed of for Recruitment, Promotion, Posting/Transfer, Disciplinary proceedings	<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>	As early as possible	<p>5. Punjab Food &amp; Supplies (Class-III) Service Rules 1990.</p> <p>1. Rules of Business of the department.</p> <p>2. Punishment and Appeal Rules, 1970.</p> <p>3. Common Services and Condition</p>

					Rules, 1994 and other related rules of the State Government.
10	<b>Establishment Accounts-1</b>	To ensure that the payment of bills related to the branch and rent of official buildings work regarding with in due date. LTC, salary of non-gazetted, Income tax of Non-gazetted employees, who works at Head office.	As early as possible	As early as possible	As per CSR rules and Instructions of Punjab Government
11	<b>Establishment Accounts-2</b>	All the meeting regarding Pending Pension cases, Policy of Pension, Policy of pay fixation, payments of retiral benefits, payments of medical bill, payment of LTC, and salary of gazetted/ non gazetted officer, who works at head office.	As early as possible	As early as possible	As per CSR rules and Instructions of Punjab Government
12	<b>Inspection</b>	To ensure that the stocks are properly maintained, proper fumigation of the stocks in done by the field functionaries as per the norms fixed by the department.		As early as possible	PR Manual
13	<b>Recovery</b>	To check the recoveries regarding amount withheld by FCI, and	As per instructions issued by the department regarding fixation of recovery.	To recover the amount of loss of interest to Govt. initially show	Instructions issued by the department



		deduction made by FCI on various accounts and check the amount recoverable from officials which is calculated by concerned districts, which are presented on file by the branch staff.		cause notice is issued to the delinquent officer and then amount of recovery is confirmed on the basis of personal hearing of the official & comments of DFSC. Show cause notice must be issued within four years from the occurrence of loss if the official is retired.	regarding fixation of recovery (1985, 1997, 2008 and 2014)
14	<b>Banking</b>	Release of all types of sanctions of Securities of Rice Millers/Labour Contracts etc. and other contracts on the day to day payment of PUNGRAIN, (Head Office).	As per Punjab Financial rules of current year.	As earliest as possible or as per norms.	Nil
15	<b>Less-Excess</b>	To check PR 35/7 reports that excess has been accounted for as per norms fixed by department. If any	Instructions dated 16.4.1999	At least 3 months	Instructions dated 16.4.1999

		less-excess/shortage is detected, administrative action is initiated against the delinquent official upto the level of AFSO.			
16	<b>Quality Control</b>	To ensure that the stocks are properly maintained, proper fumigation of the stocks is done by the field functionaries as per the norms fixed by the department		As early as possible	PR Manual
17	<b>Wheat Accounts (1 to 4)</b>	Checks the cash accounts, wheat stock account and inventory account on monthly basis.	<ol style="list-style-type: none"> <li>1. Transportation policy maintained by Budget Branch</li> <li>2. Storage policy maintained by the storage branch.</li> <li>3. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ol>	As early as possible	<ol style="list-style-type: none"> <li>1. Transportation Policy</li> <li>2. Storage policy</li> <li>3. Fixation of Procurement Incidentals and MSP</li> </ol>
18	<b>Rice Accounts (1 to 3)</b>	Checks the stock of levy rice, Paddy Stock Accounts &	<ol style="list-style-type: none"> <li>1. Transportation policy maintained by Budget Branch.</li> <li>2. Incidental and other charges</li> </ol>	As early as possible	<ol style="list-style-type: none"> <li>1. Transportation policy.</li> <li>2. Fixation of</li> </ol>

		C.M.R./Miller wise Accounts on monthly basis.	like MSP, etc. fixed by Government of India and circulated by Incidental Branch.		Procurement Incidentals and MSP.
19	<b>Budget Fund</b>	A. Allotment of Department Budget. B. Issue policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda.	As per Budget Manual Rules & Policies Instructions.	No	No
20	<b>Incidental</b>	To get the rates of incidentals finalized from GOI for each crop year i.e. Rabi Marketing Season and Kharif Season.	The proposals of incidentals are sent to GOI New Delhi.	As early as possible.	<ol style="list-style-type: none"> <li>1 The Punjab Value Added Act 2005</li> <li>2 (ID Cess) Punjab Infrastructure Development &amp; Regulation Act 2002.</li> <li>3 Punjab Agriculture Produce Market Act 1961. (www.pextax.com)</li> </ol>
21	<b>Compilation</b>	To get the Balance	To get the Balance sheet	As soon as possible	As per company

		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.	Audited, under company Act 1956.		Act 1956.
22	<b>GPF</b>	GPF maintenance of employees	Chapter 13 of Punjab CSR Volume II and instructions issued from time to time.	As early as possible.	Chapter 13 of Punjab CSR Volume II and instructions issued from time to time.