

DEPARTMENT OF GENERAL ADMINISTRATION & CO-ORDINATION

Sh. Kirpa Shankar Saroj, IAS
PSSGA

Karnesh Sharma
Addl. Secy. (Coord)

KK Singla
Deputy Secy.

Amarbir Kaur Bhullar,
Deputy Secy, Coord.

Ranjju Bala Under Secy.
GAD

Amandeep Kaur
Addl. Secy. GAD

Surjit S. Mahi,
Under Secy.

General co-ordination Branch- (Pakistan Jatha, PRAGATI Portal, E-Samiksha Portal, Notice reg. Administrative Secys. and Dy Commissioners meetings with CM and CS, Allocation of Business Rules and Rules of Business, Inter State Council and NZC meetings, Celebration of various Birthdays and Martyrdom days, All types of Mang Patras .

1. Cabinet Branch
2. Monitoring Cell (Inter Departmental meetings, court cases in which CS is party, Govt. welfare schemes and projects, CAG Audit Paras)
3. Political-1 Branch- (National /State Awards, Reservation of Guest Houses, Estt. of Governor House etc.
4. Protocol Branch Protocol, Estt. matters of Hospitality and Public Relation Deptt.

1. Library Branch
2. Circulating Branch
3. Nirmal Singh
4. Issue Branch
5. Record Branch

1. Establishment-1 Br. (Estt. matter from Sr. Asstt. to Jt. Secy. PSS Cadre)
2. Establishment-2 Br.- (Estt. matter of Drivers and Stenotypist to Secy. to minister)
3. Establishment-3 Br.- (Pay Fixation and Pension cases of PSS cadre Gazetted Officers)
4. Establishment-4 Br (ACR 's and Property Return's from clerk to Jt. Secys. PSS Cadre, Estt. matter of Clerks)
5. Establishment-5 Br.- (Estt. of class IV and Misc. staff and Coord. of GAD , Political Appointments)

1. Account-1 Branch- (All types of Bills of Gazetted officers),
2. Account-2 Branch- (All types of Bills of Non Gazetted staff & contingency),
3. Account-3 Branch- (Pension cases of non gazetted and medical reimbursement of gazetted and Non gazetted working and Retirees)
4. Account-4 Branch- (All matters reg. GPF & GIS of PSS Cadre and new Pension Schemes)
5. Account-5 Branch- (Budget & Audit, GIS of IAS/PCS.

1. Ado-1 Branch- (Allotment of CM Pool houses & Pb. General Pool houses, To maintain and upkeep Sectt. -1, allotment of office rooms to Ministers/Officers/Branches, reimbursement of mobile/Phone Bills, maintain EPABX & implement of Biometric System etc.
2. ADO-2 Branch- (Room Allotment in Pb. Civil. Sectt.-2, and all other Govt. buildings , sectt. vehicles, Parking Passes, Maintenance of Pb. Civil. Sectt.-2, photostat/Fax/Type machines etc. , Hospitality Bills