

GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(SECRETARIAT ESTABLISHMENT-V BRANCH)

STANDING ORDERS

In pursuance of the provisions of Rules 18 and 19 of the Rules of Business of the Government of Punjab, 1992, as amended from time to time and in supersession of the previous Standing order issued vide No.1/14/90-5Estt.5/9984, dated 30-05-2007, it is hereby ordered that in respect of the Department of General Administration, the cases mentioned in Annexure-I shall be submitted to the undersigned for orders. The cases mentioned in Annexure-II shall be submitted to the Chief Secretary for passing orders and cases mentioned in Annexure-III shall be submitted to the Administrative Secretary or under his orders to any other officer.

2. During my absence from the Headquarter, cases of immediate nature, which are required to be disposed of at my level, decisions on which can not wait for my return or which can not be sent to me during my tour for timely orders, shall be disposed of by the Chief Secretary /Principal Secretary/Secretary Incharge of department of General Administration. However, such cases shall be shown to me on my return to headquarter.

3. Cases which are not covered/mentioned in Annexures shall be disposed as per rules of Business *ibid*.

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

Dated, Chandigarh,
08-09-2017

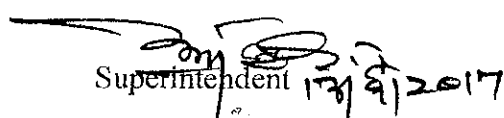

AMARINDER SINGH
CHIEF MINISTER, PUNJAB

No.1/16/2007-5Estt.5/ 8423

Dated, Chandigarh: 13-9-2017

Copy is forwarded to the following for information and necessary action:-

1. Additional Chief Secretary to Governor, Punjab
2. Chief Principal Secretary to Chief Minister, Punjab
3. Special Principal Secretary to Chief Minister, Punjab
4. Pvt. Secy./Chief Secretary, Punjab
5. Private Secretary/PSGA
6. Administrative Officer I and II, Punjab Civil Secretariat, Chandigarh.
7. Superintendent, Establishment 1,2,3,4 & 5 Branches.
8. Superintendent, Accounts 1,2,3,4 & 5 Branches.
9. Superintendent, General Coordination Branch.
10. Superintendent, Cabinet Affairs Branch
11. Superintendent, Protocol Branch
12. Superintendent, Political-1 Branch
13. Under Secretary, General/Under Secretary, Secretariat Administration/ Under Secretary Accounts.



Superintendent 13/9/2017
Superintendent
Punjab Civil Secretariat
Chandigarh

CASES TO BE SUBMITTED TO THE CHIEF MINISTER, PUNJAB AS MINISTER-IN-CHARGE OF THE DEPARTMENT.

Sr. No.	ITEM OF WORK
1.	All policy cases in which new policy is to be formulated or existing policy is to be changed.
2.	Such other cases which the Chief Minister may consider necessary
3.	Allotment of Minister's Pool Houses
4.	Appeals arising out of Punishment Orders passed by Chief Secretary
5.	Creation or abolition of any public office in Secretariat Administration
6.	Lok Sabha/Rajya Sabha questions
7.	All Matters pertaining to Vidhan Sabha
8.	Rules of Business of the Government of Punjab
9.	Allocation of Business Rules of the Government of Punjab
10.	Inter-State Conference of Governors and Chief Ministers and approval of agenda items for such conferences
11.	Northern Zonal Council-Nomination of Members and approval of items for inclusion in the agenda
12.	Inter-State Council and approval of items for inclusion in the agenda
13.	All other cases required, as per Rules of Business of the Government of Punjab to be disposed of at the level of Minister in-charge
14.	Cases regarding appointment and resignation of Ministers, State Ministers, Deputy Ministers, etc.
15.	Fixation of meetings of the Council of Ministers
16.	Authentication of minutes of the meetings of the Council of Ministers
17.	Cases relating to the foreign visits of members of the Council of Ministers
18.	Cases relating to change in portfolios of the Council of Ministers
19.	Cases regarding amendments of Acts/Rules concerning Ministers etc.
20.	Complaints against Chief Minister/Ministers & Ex-Ministers
21.	Cases which are not covered by the-Schedule, appended to the Rules of Business and cases which are not covered by the Schedule
22.	Acquisition of Land for public purposes
23.	Appointment of Head of Department
24.	Chief Minister's Relief Fund, District Relief Fund (Policy Matters)
25.	Duties of Ministers and Officers to unfurl National Flag on Independence Day and Republic Day in the State
26.	Grant of Punjab Sarkar Partnan Patras and Recommendations for Jeevan Raksha Padak Award.
27.	Cases pertaining to the Governor's personal establishment and Raj Bhawan matters


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17/9/17

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| 28 | Re-employment beyond retirement |
| 29 | Relaxation of Rules |
| 30 | Appointments of ADCs and other Gazetted staff of Punjab Raj Bhawan |
| 31 | Policy matters regarding change of rent/rates of Circuit Houses/Punjab Bhawan, New Delhi |
| 32 | Action to be taken on the death of High Dignitaries (except the members of Parliament and State Legislatures) |
| 33 | Procuring of Historical Relics from abroad |
| 34 | Reference relating to the Constitution of India |
| 35 | Hanging of portraits of National Leaders in Government Buildings. |


13/9/17
Superintendent
Punjab Civil Secretariat
Chandigarh

CASES TO BE SUBMITTED TO THE CHIEF SECRETARY

Sr. No.	ITEM OF WORK
1	(a) Awarding of penalties to Group-A Officers (b) Appeal against Penalties to Group-B Officers
2	Out of turn allotment of Punjab Govt. Houses at Chandigarh
3	Recruitment/ Promotion of Group-A Officers
4	Meetings of Administrative Secretaries & Heads of Departments
5	Conference of Deputy Commissioners and Senior Superintendents of Police: approval of agenda items and minutes
6	Inter-State Conference of Chief Secretaries-Approval of items for inclusion in the agenda
7	Cases required as per Rules of Business to be disposed of at the level of Governor of Punjab
8	Issue of instructions for preparation of Memorandum for Council of Ministers
9	Preparation of agenda for the meetings of the Council of Ministers
10	List of approved Memorandum for inclusion in the Agenda items of the meeting of Council of Ministers
11	Recording of the Minutes of the meetings of the Council of Ministers
12	Extension in Service and Re-employment to Group-A and Group-B officers
13	Approval of New Schemes involving expenditure above Rs. 1 Crore
14	Disposal of Government Property of value exceeding Rs. 2,00,000/- (Two Lacs)
15	According of administrative approval of projects above Rs. 1 Crore
16	Chief Minister's Relief Fund, District Relief Fund (Routine Matters)
17	Reference relating to the Security arrangements regarding treatment and safeguarding of secret information and papers in Government Offices
18	State Emblem and Crest Regulation and Policy in respect of.
19	Missions in India, Extradition cases etc.
20	Oath taking ceremony by the H.E. the Governor of Punjab
21	Reservation of accommodation in Punjab Bhawan, New Delhi, Circuit Houses in Punjab, Chandigarh and Shimla above fifteen days on official duty and seven days on private visit.



 17/4/17
 Superintendent
 Punjab Civil Secretaries
 Chandigarh

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**CASES TO BE SUBMITTED TO THE SECRETARY GENERAL ADMINISTRATION
DEPARTMENT**

CASES IN ESTABLISHMENT-I, II, III, IV AND V BRANCHES.

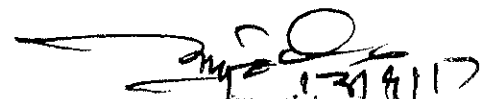
S.NO	ITEM OF WORK
1	(a) Awarding of Minor Penalties to Group-A Officers. (b) Awarding of Major Penalties to Group-B Employees. (c) Appeal Against Major/Minor Penalties given to Group-C Employees
2	Representations against adverse remarks where the highest reporting authority is above the rank of Deputy Secretaries.
3	Grant of Proficiency step-up to Group-A Officials.
4	Confirmation of Group-A and Group-B officers
5	Fixation of seniority and representation against Seniority in the case of Group-A & B officials.
6	Posting and Transfers of Group-A & B officials.
7	Acceptance of resignation from service of Group-A & B officials.
8	Allotment of Punjab Government Houses at Chandigarh (in-turn allotment)
9	Policy cases regarding recruitment to Group C & Group-D posts.
10	Recruitment/promotion to Group-B & Group-C posts.
11	Acceptance of resignations from service of Group-B officials.
12	Grant of honorarium up to a maximum of Rs.1000/- in each individual case during a financial year where the service rendered does not fall within the course of ordinary duties to the Secretariat Staff working under them in the branches and the personal staff attached or other officers working under them
13	Extension in service and re-employment of Group- A&B officials.
14	Grant of pension to Group-A officials.
15	Making reference to Finance Department, Department of Personnel, Legal Remembrancer or any other department for seeking advice/clarification on any point/issue.
16	Permission to Group-A and B personnel under the Conduct Rules Regarding Property returns, Publishing of books etc. Higher studies and Broadcast from AIR and TV.
17	Forwarding of applications of Group-A and B Officials.
18	Filing reply to Court cases.
19	Cases relating to grant of leave (including Ex-India) to Group-A & Group-B officials.
20	All other matters except policy matters relating to Group-A and B as well as Group-C personnel.
21	Fixation/determination of pay and allowances of Group-A and Group-B officers where the pay is to be allowed at the next stage in the scale.
22	Matters regarding residence/furniture of Chief Minister/Cabinet Ministers/Deputy Ministers/Chief Parliamentary Secretaries, Secretaries / Parliamentary Secretary
23	Recovery of outstanding dues from former Ministers etc.
24	Deputation of Group-A and Group-B officials
25	Any other case or cases which are not covered under the above items


 Superintendent
 Punjab Civil Secretariat
 Chandigarh

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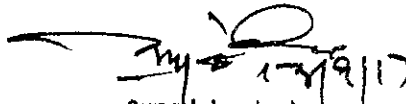
CASES IN ACCOUNTS-I, II, III, IV & V BRANCHES.

S.No.	ITEM OF WORK
1	Approval of Tour Programmes of Deputy Secretaries/Under Secretaries and Superintendents working in GAD.
2	Cases relating to Budget Estimates
3	Sanction of Medical reimbursement bills of all Officers and Officials of Punjab Civil Secretariat (both serving and retired) (Except where relaxation of Punjab Services Medical Attendants Rules, 1940, or instructions is involved.)
4	Cases relating to Festival Advance, Wheat Advance and advance for the marriage of daughters to Group-D employees of Punjab Civil Secretariat.
5	All matters regarding maintenance of GPF Accounts along with all type of GPF Advances in respect of Group-A& B officials.
6	Settlement of discrepancies in their GPF Accounts in respect of Group-A, B, C and D employees of Punjab Civil Secretariat.
7	All payments of Telephones/Telegrams bills to Posts and Telegraphs Department / Other Companies.
8	Finalisation of Licence fee / House rent/ Water charges in respect of Group-A& B officials..
9	Sanction for time barred claims in respect of Pay and Allowances.
10	All Cases regarding Group Insurances Schemes.
11	Sanction of expenditure on LTC to Group-A&B officials of Punjab Civil Secretariat.
12	Making reference to Finance Department, Department of Personnel, Legal Remembrancer or any other department for seeking advice/clarification on any point/issue.
13	All other cases which are not covered under the above items.


 13/11/17
 Punjab Civil Secretariat
 Chandigarh

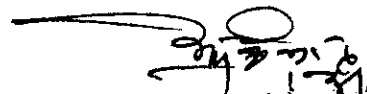
CASES IN ADMINISTRATIVE OFFICER- I & II BRANCHES.

S.No.	ITEM OF WORK
1.	Allotment of office accommodation in the Secretariat Building.
2.	Permission to retain houses after retirement/transfer etc. under the rules.
3.	Shifting installation of telephones in offices/ residences of officers.
4.	Disposal of waste papers/store items /auction of old and broken furniture/articles
5.	Repairs and condemnation of type writers and Duplicating machines, etc.
6.	Payment of demurrage charges where the responsibility cannot be fixed on anybody.
7.	Change of floor in respect of allotted Punjab Govt. residential accommodation at Chandigarh.
8.	Allotment of new vehicles to the Secretaries etc.
9.	Permission to take staff cars on official tours to the eligible officers.
10.	All Security related matters
11.	Renovation of office room/residential accommodation in respect of Ministers/Officers.
12.	Issue of Visitor's Entry Passes / Vehicle Parking Label to Political dignitaries / VIPs (other than Government Officers / officials of Punjab Civil Secretariat.)
13.	All other cases which are not covered in above items.


 Superintendent
 Punjab Civil Secretariat
 Chandigarh


CASES IN GENERAL COORDINATION BRANCHII.

S.No.	ITEM OF WORK
1.	Pilgrimage to Sikh shrines in Pakistan-Nomination of Government Employees as Liaison Officer/Observers to accompany the Jathas.
2.	Recommendation to be made to the Government of India for issue of photo-passes to the Officers of the State for entry into Central Secretariat and other Central Government Officers at Delhi.
3.	Claim of pay and pension of Civil List Employees.
4.	Allocation of disputed receipts amongst the various Administrative Departments.
5.	Cases not covered in other annexures appended to this Standing Order.


19/17
Superintendent
Dept. of Civil Secretariat
Chandigarh

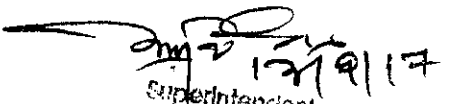
CASES IN CABINET AFFAIRS BRANCH.

S.No.	ITEM OF WORK
1.	Approval of Memorandum for placing before the Council of Ministers except routine Memorandum containing proposals for approval of Annual Administration reports, State Government Guarantees and Memorandum indicating progress of recovery of taxes, fees, land revenue, abiana and loans etc.
2.	Disposal of reference from Government of India and other State Governments relating to the concessions/facilities to the Ministers etc. of Punjab State..


17/9/77
Secretary
Cabinet Affairs Branch

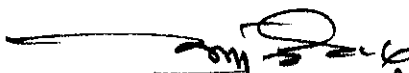
CASES IN PROTOCOL BRANCH.

- | | |
|---|---|
| 1 | All matter relating to Group-A and Group-B officers including proposals for imposing major penalties. |
| 2 | NON GAZETTED Staff:
i) Appeal against the orders of the Head of Department.
ii) Revision of Pay Scales. |
| 3 | FINANCIAL MATTERS
i) Approval of New Schemes involving expenditure below Rs 1.00 Crore.
ii) Cases of Bud get/Revised Estimates/Supplementary Estimates.
iii) Regularisation of expenditure objected by Audit. |
| 4 | MISCELLANEOUS
i) Disposal of Government Property of value not exceeding Rs. 2,00,000/- (Two lacs).
ii) Grant of Permission for hiring of office accommodation.
iii) Grant of Permission for the purpose of office accommodation.
iv) Grant of stipends etc.
v) Installation of new telephones.
vi) All other policy cases relating to non gazette staff not covered under any item.
vii) According of administrative approval of Projects below Rs. One Crore. |


 17/9/17
 Superintendent
 Punjab Civil Secretariat
 Chandigarh

CASES IN POLITICAL-1 BRANCH

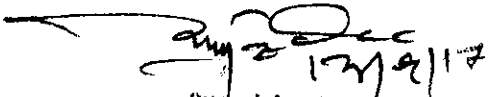
Sr.No.	ITEM OF WORK
1	Independence Day, Republic Day, U.N.O Day and Martyrs Day Celebrations (Budget thereof).
2	Continuation of temporary posts on year-to-year basis.
3	Establishment matters of the Gazetted officers of Punjab Raj Bhawan.
4	Administrative Approvals on accounts of various schemes.
5	Outstanding items under Head "2075-Misc. General Services-800-Other Expenditure-Expenditure in connection with Independence Day.
6	Additions/Alterations of the number of suites to be allotted to the high dignitaries.
7	Reservation of accommodation in Punjab Bhawan, New Delhi Circuit Houses in the State of Punjab, Chandigarh and Cedar Circuit House, Shimla upto fifteen days for official duty and for seven days on private visit.


 2017/3/9/2017
 Chandigarh

CASES TO BE SUBMITTED TO THE SPECIAL SECRETARY/ADDITIONAL SECRETARY/JOINT SECRETARY.

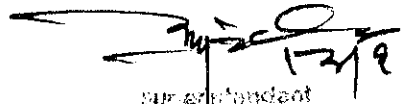
CASES IN ESTABLISHMENT I, II, III, IV & V BRANCHES.

Sr.No.	ITEM OF WORK
1.	(a) Recruitment/promotion to Group-C posts (Except where USSA is appointing authority under Service rules) (b) Awarding of Minor penalties to Group-B Officers. (c) Issue of Simple warning to Group-A and B officers. (d) Awarding of Major/Minor penalties to Group-C Employees
2.	Representation against adverse Remarks where the highest reporting authority is up to the rank of Deputy Secretary (Except where USSA is appointing authority).
3.	Grant of proficiency step-ups to Group-B officers.
4.	Confirmation of Group-C Employees.
5.	Fixation of seniority and representations in the case of Group-C personnel (Except where USSA is appointing authority).
6.	Posting and transfers of Group-C Employees.
7.(a)	Permission to Group A&B Officials under the Conduct Rules regarding property returns, publishing of books etc. higher studies and broadcast from AIR & TV.
(b)	Forwarding of application of Group A&B Officials for outside job.
(c)	Grant of permission to Government employees to receive honorarium upto Rs.500/- in each individual case during a financial year if the service rendered does not fall within the course of the ordinary duties of the employees concerned.
(d)	Acceptance of resignation from service of Group-C Employees.
(e)	Cases relating to grant of Earned leave (ex-India leave) to Group-C Employees (except where USSA is the appointing authority).
8.	Issue of certificates indicating the date of retirement as required under section 13.A of the East Punjab Urban Rent Restriction Act, 1949 (as amended by Punjab Act 2 of 1985) to :- Group-A, B, and C personnel (except where USSA is the appointing Authority)
9.	All other matters except policy matters relating to Group-C & D Employees.
10.	Fixation /determination of pay and allowances of Group-A and B officers where the pay is to be allowed at the next stage in the scale.
11.	Deputation of Group-B officers and Group-C employees
12.	Grant of permission to avail LTC by Group-A Officers.
13.	Extension in service and re-employment of Group- C Employees.


12/9/17
Superintendent
Punjab Civil Secretariat
Chandigarh

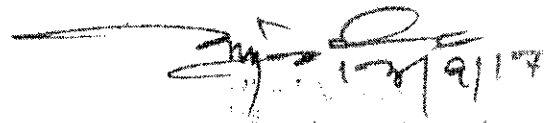
CASES IN ACCOUNTS I, II, III, IV AND V BRANCHES.

Sr. No.	ITEM OF WORK
1.	Security deposit cases of the staff concerned with handling of cash.
2.	Cases relating to Budget estimates.
3.	Sanction of Medical reimbursement bills from Rs. 25001/- to 2,00,000/-
4.	Grant of Pension to Group-B Employees.


12/9/2017
Superintendent
Prison, Civil Hospital
Chandigarh


ADMINISTRATIVE OFFICER-I & II BRANCHIES.

No.	ITEM OF WORK
1.	Allotment of Punjab Government Houses at Chandigarh (in turn allotment)
2.	Allotment of office accommodation in the Secretariat Building.
3.	Permission to retain houses under the rules after retirement / transfer etc.
4.	Issue of Non-accommodation certificates at Chandigarh for the first year / time.
5.	Gate checking / surprise checking of staff of the Secretariat
6.	Shifting installation of Telephone in offices / residences of officers.


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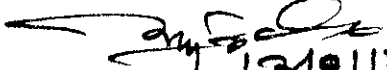
CASES IN GENERAL COORDINATION BRANCH.

Sr.No.	ITEM OF WORK
1.	Routing of files and any matter delegated from time to time by the Chief Secretary and Principal Secretary/Secretary Coordination


17/9/17
Superintendent
Punjab Civil Secretariat
Chandigarh

CASES IN CABINET AFFAIRS BRANCH.

Sr.No	ITEM OF WORK
1	Cases regarding reimbursement of Medical Claims of Council of Ministers.
2	Cases regarding Travelling concessions to the Ministers
3	Follow-up action on the decisions of the Council of Ministers/Governor-in-Council to ensure implementation.
4	Communication of the decisions of the Council of Ministers, to the Administrative Departments
5	Approval of routine Memorandum for inclusion in the Agenda of the meeting of the Council of Ministers containing proposals for the approval of Annual Administrative Reports, creation/extension of posts, State Government Guarantees and Memorandum indicating progress of recovery of land revenue, abiana and taccavi loans etc.
6	Routine cases relating to Cabinet Affairs Branch

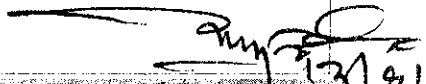

 12/9/17
 Joint Secretary
 Branch of the Government
 Chandigarh

CASES IN PROTOCOL BRANCH.

1

The following matter relating to Gazetted Officers:-

- i) Proficiency step-up cases of Group-B Officers.
- ii) Proposal for charge-sheeting, issue warning to or impose a minor penalty on Assistant Director.
- iii) Creation of posts by holding gazette posts in abeyance.
- iv) Cases for grant of earned leave including half-pay leave and extra ordinary leave up to one month.
- v) Retirement/Pension Cases.
- vi) Sale/ Purchase etc. of property etc.
- vii) Medical re-imbusement where sanction of the Government is required.
- viii) Grant of selection grade.
- ix) Court cases relating to all matters including service matters, filing of affidavits, filing of appeals except cases in which Chief Secretary or CM being minister-in-charge is required to file affidavit.
- x) Ex-gratia grant and other benefits to the dependents of deceased gazetted officers.
- xi) Forwarding of applications of officers for appointment/ deputation etc. to other department/Corporation/Boards etc. in response to advertisement requisition.
- xii) Reference to Vigilance Department for enquiries/ No Objection Certificate for promotion of officers.
- xiii) Grant of Annual Increments.
- xiv) Investigation of claims of arrears of pay/T.A. etc.
- xv) References to the Finance Department and other Administrative Departments whom the proposals are required to be sent according to precedent policy and procedure.
- xvi) Issue of notifications/ orders regarding posting, transfers, promotion, appointments etc. wherein orders have been passed.
- xvii) Advances for the purchase of conveyance/construction or purchase or residential plots/house.
- xviii) Advances and final withdrawal from GPF.
- xix) Reference to the Social Security/Social Welfare/ Defence Services Welfare Department for de-reservation of posts.
- xx) Payment of outstanding dues for claims of ex-officers of the department.
- xxi) Allotment of Government Accommodation forwarding of applications etc.
- xxii) References to the Punjab Public Service Commission for the determination of suitability of officers as required under rules and other routine referances.


 13/4/17
 Superintendent
 Punjab Civil Secretariat
 Chandigarh

- 18
- xiii) All other cases except policy cases relating to Gazetted Officers not specifically covered under any of the above items.

2

NON-GAZETTED

1

Following matters relating to the non-gazetted personnel needing decision/sanction at the Government level:-

- i) Re-imbusement of medical charges;
- ii) Investment of claims of arrears of pay/T.A. etc.
- iii) Deputation/Training.
- iv) Ad-hoc appointment/ extension of ad-hoc appointment.
- v) Creation/ Abolition/ Continuance of posts.

II

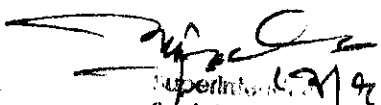
FINANCIAL MATTERS, BUDGET SCHEMES ETC.

- i) Approval of schedules of new expenditure/ new schemes upto rupees five lacs.
- ii) Issue of sanction of schemes including in the SNEs/ Budget.
- iii) Declaration of officers as Drawing and Disbursing Officers.
- iv) Referring of routine type cases to Finance Department/ other Government departments where that department's concurrence/ advice is required.

III

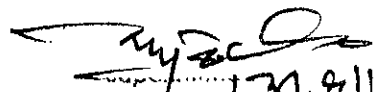
MISCELLANEOUS

- i) Sanction for the defense of Court Cases.
- ii) Cases relating to G.P.F./ Scooter/ Cycle/ Wheat Advances in respect of non-gazetted staff.
- iii) Shifting of telephones.
- iv) Final payment of G.P.F. in respect of non-gazetted staff.
- v) Purchase/ hiring of computers etc.
- vi) Disposal of letters conveying interim information except in which officers require immediate action.
- vii) Back reference to collect certain information except in important cases.
- viii) All other cases relating to non-gazetted staff except policy cases not specifically covered under any item.
- ix) According of administrative approval up to Rs. 5 lacs.


Superintendent
Patna Civil Branch
Bihar

WORK IN POLITICAL-1 BRANCH.

Sr.No.	ITEM OF WORK
1	Budget Estimates under the Major Head "2075-Misc. General Services-101-Pension, granted in lieu of resumed Jagirs, Lands, Territories etc. Allowances to the members of families of former rulers.
2	Cypher Work.
3	Merger of princely States with erstwhile States of Punjab (Routine matters)
4	Grant of refundable/non-refundable advances to the employee of Punjab Raj Bhawan.
5	Coordination regarding republication of the Central Acts in official gazette.
6	Medical re-imburement of Punjab Raj Bhawan Officers/Officials.
7	Issuance of sanctions after the approval of the Department of Personnel, Finance and Printing & Stationery.
8	Court cases relating to Punjab Raj Bhawan.
9	Establishment matters of the Class-III & IV Staff of Punjab Raj Bhawan.
10	Audit and Inspection Reports of Accounts (including monthly Expenditure Statements of District relief Fund (Routine matters).



 Punjab Civil Secretariat
 Chandigarh
 29/9/17

CASES TO BE SUBMITTED TO THE DEPUTY SECRETARY/UNDER SECRETARY.

CASES IN ESTABLISHMENT I, II, III, IV, V BRANCHES.

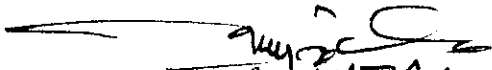
Sr.No	ITEM OF WORK
1.	Awarding of penalties to Group-C Employees (where USSA is appointing authority) and Group-D Employees.
2.	Appointment/Confirmation of Group-C posts Where USSA is appointing authority and Group-D posts
3.	Representations against adverse remarks of Group-C employees (where USSA is appointing authority) and Group-D employees.
4.	Grant of proficiency step-ups to Group-D Employees.
5.	Fixation of seniority and representations in the Cases of Group-C personnel (where USSA is the appointing Authority) and Group-D employees.
6.	Posting and transfers of Group-D Employees (where USSA is the appointing authority).
7.	Permission to Group-C & Group-D employees for the Sale & Purchase of property (under conduct rules), publishing of books, higher studies, broadcast from AIR & TV etc.
8.	Acceptance of resignation from service of Group-C employees (where USSA is appointing authority) and Group-D employees.
9.	Cases relating to grant of leave excluding Ex-India leave to Group-C employees (Where USSA is appointing authority) and grant of Earned leave (ex-India leave & other than ex-India) to Group-D personnel as per policy guidelines where no relaxation is involved
10.	Sanction to the payment of leave salary to retired Gazetted and non-gazetted personnel on account of Un-utilised portion of earned leave up to a maximum of 300 days.
11.	All other matters except policy matters relating to non-gazetted personnel (where USSA is appointing authority) and Group-D employees not specifically covered under any other item.
12.	Issue of certificate indicating the date of retirement as required under section 13-A of the East Punjab Urban Rent Restriction Act, 1949 (as amended by Punjab Act 2 of 1985) in respect of Group-C personnel where USSA is the appointing authority and Group-D employees.
13.	Fixation / determination of pay and allowances of non-gazetted personnel (where USSA is the appointing authority) and Group-D employees.
14.	Deputation of Group-C employees (where USSA is appointing authority) and Group-D employees.

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15. Grant of permission to avail LTC by Group-C and Group-D employees.
 16. Authorisation of pay and allowances to Punjab Secretariat Services Group-A, B and Special Officers on initial appointments at the maximum of the scale of receipt on specific orders passed by the competent Authority.
 17. In Case of No change/Nil PR of Group-A & Group-B Officers
 18. Extension in service and re-employment of Group-D personnel
 19. Forwarding of application of Group-C Employees (where USSA is the appointing authority) and Group-D Employees.


Superintendent 12/9/17
Punjab Civil Secretariat
Chandigarh

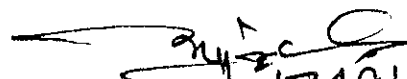
CASES IN THE PUNJAB CIVIL SECRETARIAT ACCOUNTS-I,II,III,IV & V BRANCHES.

Sr.No	ITEM OF WORK
1.	Approval of tour programmes of Group-C Employees (where USSA is the appointing authority) and Group-D Employees.
2.	Final payment of GPF to PSS Cadre officers.
3.	All matters relating to the maintenance of GPF of Group-A & B (PSS Cadre), C and Group-D employees.
4.	Sanction of Medical reimbursement of bills of upto 25,000/-
5.	Counter signature of T.A. Bills of non-official members of Committees Constituted at the Secretariat Level.
6.	Sanction of expenses incurred by Officers and officials of Punjab Civil Secretariat in connection with LTC.
7.	(a) Finalisation of Hospitality bills and bills pertaining to Library Books. (b) Finalisation of cases regarding payment of Leave Salary Contribution and pension contribution to cases pertaining to foreign services.
8.	Signing of Pay/TA Bills of C.S./Secretaries/Spl. Secretaries/Additional Secretaries/ Joint Secys./Deputy Secys./ Under Secys.
9.	Signing of Pay/T.A. Bills of PSS Cadre officers..
10.	Cases relating to GPF/Car/Scooter/Cycle/wheat advance in respect of Gazetted Officers and non-gazetted staff.
11.	Final payment of cases of GPF in respect of non-gazetted staff.
12.	All payments of telephones / telegrams bills to Posts and Telegraphs Department.
13.	Finalisation of House Rent / Water Charges in respect of gazetted staff.
14.	Settlement of discrepancies in the GPF.
15.	All matters relating to the New Contributory Pension Scheme.
16.	Honorarium cases in respect of officials working in the Cycle Shed
17.	House Building Advance cases.
18.	Sanction for time barred claims in respect of pay and allowances.
19.	Cases relating to Group Insurance Scheme.
20.	Final payment under the Group Insurance Scheme.
21.	Counter signatures of Cash Book.
22.	Audit Objections.
23.	Grant of Pension to Group-C & D employees.


 Superintendent
 Punjab Civil Secretariat
 Chandigarh

WORK IN ADMINISTRATIVE OFFICER-I AND II BRANCHIES.

Sr.No.	ITEM OF WORK
1.	Disposal of waste papers and auction of old and broken furniture.
2.	Payment of demurrage charges where the responsibility cannot be fixed on anybody.
3.	Preparation of new rubber stamps and brass seals.
4.	Change of floor in respect of allotted residential accommodation in Sector -39, Chandigarh
5.	Issue of No Accommodation Certificate in respect of Office accommodation at Chandigarh for subsequent years if no change is involved.

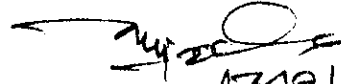

1/28/9/13
Chandigarh

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WORK IN PROTOCOL BRANCH.

- 1 Reference for information and containing interim reply including back references for collection of information.

NOTE: Notwithstanding the foregoing delegation of powers the Chief Minister, Punjab may call for any case to pass final orders as deem fit.


18/9/17
SECRETARY
GOVERNMENT OF PUNJAB