

Business Rules:-

1. Administration of State Loan Accounts and Debt Servicing.
2. Advice on cases involving financial implications relating to all Departments of the Government of Punjab.
3. Appropriation of accounts and reports of the Comptroller and Auditor General of India and the Accountant General, Punjab as well as the reports of the Public Accounts Committee.
4. Borrowings by the State Government from the open market and giving guarantees on the loans raised by the statutory autonomous bodies.
5. Currency and Finance Reports.
6. Creation of Compassionate Fund, Insurance Fund and Saving Fund through the Group Insurance Scheme, Compulsory Life Insurance Scheme or any other Insurance Scheme for Government employees.
7. Decimal Coinage.
8. Estimates Committee.
9. Proposals for increase or decrease in the rates of existing taxes or levy of fresh taxes, mobilization of financial resources through taxes, duties or fees etc. and review and analysis of the tax structure of the State.
10. Scheme of new expenditure.
11. Foreign Exchange matters.
12. Finance Commission.
13. Framing of Financial Rules.
14. General Financial Administration including:-
 - a. Authority to decide the extent to which the audit of receipts and stores and stock accounts should be enforced.
 - b. Framing of rules regulating the conditions of service of Government employees including revision and relaxation thereof.
 - c. State's share of Income Tax.
 - d. State's share of Central Excise Duty.
 - e. State's share of Estate Duty.
 - f. Grant in lieu of the State's share of taxes on the Railway fares.
15. Management of Public Funds including:-
 - . Investment of surplus cash balances.
 - a. Contingency Funds.
 - b. Watching progress of receipts and expenditure.
 - c. Recovery of Government of India's share in Plan expenditure and resources for plan expenditure.
 - d. Assessment of resources for State's Annual Plan or Five Year Plan.
 - e. Assessment of Receipts and Expenditure of the State.
16. Pay fixation, pension and old adjustments relating to erstwhile States of Punjab and PEPSU including cases prior to reorganization and formation of PEPSU.
17. Preparation of State Budget and watching of State Expenditure.
18. Preparation of Supplementary Estimates and excess demands over grants and appropriation.
19. Prescribing the units of appropriation.
20. The Public Account, Deposits and Advances etc.

21. The Punjab Accounts and Finance Service, including training of Government employees in Accounts.
22. Revision of Scales of Pay (General).
23. All financial matters relating to River Valley Projects.
24. Small Saving Schemes and Lottery Schemes.
25. Tendering of advice on matters affecting directly the finances of the State that is to say:-
 - . Grants, contributions, supplies and services, contingencies, recoveries from the payments to other Government Departments, State loans and advances and cases relating to money matters including defalcations, embezzlements and losses occurring in the grants made for contingencies and "Supplies and Services".
 - a. Emoluments and allowances including travelling allowances of officers and the establishments.
 - b. Loans and advances such as car advance, house building advance, Passage Advances.
26. Defalcation, embezzlements and losses occurring in Government Treasuries.
27. All matters relating to:-
 - . The Chief Accounts Officer, Bhakra Nangal Project and his establishment .
 - a. The Financial Adviser, Beas Project and his staff.
 - b. The Chief Accounts Officer, Beas Project and his staff.
 - c. The Local Fund Accounts.
 - d. The State Subordinate Accounts Service.
 - e. Treasuries.
 - f. The Banking Regulation Act, 1949.
28. State Finance Commission.
29. All matters relating to the Directorate of Disinvestment.