

Manual 2

Powers and Duties of the Officials/Employees of Department of Personnel

Cases to be submitted to the Chief Minister, Punjab.

1. All cases relating to formulation and amendment of Service Rules, i.e.
 - i) the Punjab Civil Services (Promotion of Stenographers and Steno-Typists) Rules, 1961;
 - ii) the Punjab Civil Services (Appointment by Promotion) Rules, 1962;
 - iii) the Punjab State (Class-IV) Service Rules, 1963;
 - iv) the Punjab Civil Services (Punishment and Appeal) Rules, 1970;
 - v) the Punjab Civil Services (Premature Retirement) Rules, 1975;
 - vi) the Government Employees (Conduct) Rules, 1966;
 - vii) the senior Assistant Grade Examination Rules, 1984
 - viii) the Punjab Civil Services (General and Common Condition of Service) Rules, 1994; and
 - ix) the Punjab Government House (General Pool) Allotment Rules, 1983; and
 - x) Punjab Public Service Commission (Conditions of Service) Regulations; 1958.
2. Policy Matters regarding:-
 - i) Recruitment & Appointments to the State Services;
 - ii) Confirmation;
 - iii) Seniority;

- iv) Probation;
- v) Promotion;
- vi) Departmental Test/Examination including Senior Assistant Grade Examination;
- vii) Transfer and posting, including inter-departmental transfers;
- viii) Extension/Re-employment in service;
- ix) Cut in Pension;
- x) Verification of Character and antecedents before joining Government Service;
- xi) Oath of allegiance to the Constitution;
- xii) Proficiency Step-up (s); / Assured Career Progression Scheme;
- xiii) Annual Confidential Reports;
- xiv) Special Ex-gratia grant and other facilities to terrorists victims;
- xv) Departmental Inquiries;
- xvi) Removal, dismissal from service and prosecution of Government employees.
- xvii) Suspension and speedy disposal of departmental inquiries;
- xviii) Nationality and domicile of candidates for services;
- xix) Age of retirement on superannuation-fixation of;
- xx) Classification of Service.
- xxi) Representations and memorials by Government employees.
- xxii) Compassionate appointments in the State Services;
- xxiii) Setting up State Administrative Tribunal;
- xxiv) Absorption of surplus staff and relaxation thereof;

- xxv) Appointment of Honour and Gratitude in the State services to the dependent members of the families of 'War Heroes'-policy regarding.
3. Declaration of posts of Heads of Departments including change in nomenclatures, Appointments, Confirmation, promotion and posting etc., of Heads of Departments/Executive Heads.
 4. Appointment of Chairman/Managing Directors of the Public Sector Undertakings and Corporate bodies of the State.
 5. Framing of Departmental Service Rules-policy regarding (Except those cases where Hon'ble Chief Minister, has already approved them as Minister-in-charge of their Department.
 6. Cases relating to approval of mid-term/mid-tenure transfer of Group 'A' officers.
 7. Appointment of Chairman, Members and Secretary of Punjab Public Service Commission.
 8. Amendment of the Punjab Public Service Commission (Limitation of Functions), Regulations.
 9. Appointment and other conditions of appointment of the Chairman and members of Subordinate Services Selection Board.
 10. Setting up of pay commission and fixation of its terms of reference.
 11. Appointment of Chairman/Members of Punjab Pay Commission and fixation of their terms of appointment of the non-official Chairman/Members.
 12. Holidays, working hours and leave of all kinds to the Government employees-policy regarding.

13. Ex-gratia grant and other facilities to the dependents of the deceased Government employees-policy regarding.
14. Regularisation of Services of adhoc/temporarily appointed employees- Policy regarding.
15. Allotment of Government houses-policy regarding.
16. Foreign assignments of Government employees on deputation abroad- Heads of Departments and above.
17. Change in the date of Birth of Government employees-policy regarding.
18. Policy relating to absorption of surplus staff.
19. Disposal of references from the Punjab Public Service Commission involving change in the existing policy-relating to the working of the Commission.
20. Annual Administration Report of the PPSC.
21. Complaints/Enquiries against the Chairman and members of the Punjab Public Service Commission.
22. Taking of Group A and B posts out of the purview of the PPSC-advice by Department of Personnel on issue relating thereto.
23. Taking of Group C and D posts out of the Purview of the SSS Board- Advice by Department of Personnel on issue arising.
24. Demand Charters submitted to Chief Minister on which orders for meetings /comments/examination have been passed by the Chief Minister.
25. Appointment for Arbitrators.
26. Appointment of Non-Official members of State Council (J.C.M).
27. Agitations/Threats of agitation by the different Association/Union etc.- matter regarding.

28. Cases related to interpretation and relaxation of rules / Policy instructions.
29. Private employment or employment in other departments of Punjab Government or under other Government sought by the Government employees-policy regarding.
30. Allocation to various services of the candidates recommended by the PPSC on the basis of PCS and Allied Services Examination.
31. Constitution of State Councils.
32. Proposals for creation & abolition of Group D posts.
33. Cases in which there is a difference of opinion between the Chief Secretary & Minister-in-charge.
34. Such other cases or classes of cases as the Chief Minister may consider necessary.
35. Cases where successor Minister wishes to modify the order of his predecessor Minister.

Cases to be Disposed of at the level of the Chief Secretary.

1. Medical certificate of fitness on first entry into Government Service-Policy regarding.
2. Disposal of individual cases of Group A' officers referred to the Personnel Department for advice.
3. Policy regarding fixation of joining time for candidates recommended by the Punjab Public Service Commission/ Subordinate Services Selection Board / Department Selection Committees.
4. Approval of mid-terms/mid-tenure transfers of Group 'B' Officers.
5. Framing of Departmental Service Rules-Policy regarding in those cases where Hon'ble Chief Minister has approved them as Minister in charge of their Department.
- 5-A Formulation of policy regarding:-
 - i) Punctuality in office attendance;
 - ii) Deputation of Government employees;
 - iii) Maintenance of service books and personal files;
 - iv) Change of name of Government employees.
6. Foreign assignment-sending of Government employees on deputation abroad-Group 'B' only except Heads of Departments.
7. Allotment of State Government houses to person other than State Government officers/officials-approval thereof.
8. Resignation/termination of service of Government employees-Policy regarding.
9. Leave travel concession- policy regarding.

10. Fixation of pay of Chairman and Members of the Punjab Public Service Commission.
11. Grant of advance increments and incentives/awards to Government employees- Policy regarding.
12. Meeting of State Councils.
13. Demands charter submitted to Chief Secretary on which orders for meetings/comments and for examination, have been passed by the Chief Secretary.
14. Appointment of Sub-Committees under J.C.M Scheme.
15. Condonation of delay in compassionate ground appointments beyond limits prescribed in the approved policy, in deserving cases.
16. Cases of relaxation in policy as per instructions dated 10-6-2005 regarding re-joining before completion of leave under self-employment policy.

CASES TO BE DISPOSED OF AT THE LEVEL OF THE SECRETARY PERSONNEL.

1. All reference relating to the procedure to be followed in cases:-
 - (i) Where the turn of an officer whose conduct is subject to enquiry, comes round for retirement/promotion to higher posts; and
 - (ii) Where officers/ officials return to duty after serious illness.
2. Disposal of individual cases other than cases of Group 'A' officers referred to the Personnel Department for advice.
3. Approval of the mid-tenure transfers of Group 'C' and 'D' officials.
4. Promotion of Group 'D' employees to Group 'C' posts-Policy regarding.
5. Grant of leave to the Chairman and members of the SSS Board, Punjab.
6. Grant of loans and advances to the Chairman and Members of the Punjab Public Service Commission.
7. Amendment of SCR-offering of comments of the Department of Personnel.
8. Issue of financial sanction, the delegation of which is given to the Administrative Department under PFR.
9. All Budgetary Matters relating to PPSC and SSS Board.
10. Grant of extension in Ad hoc services of Group 'A' Group 'B' officers of the Punjab Government.
11. Deputation of all employees-Extension in period and modification of the terms of deputation etc.

12. Assignment in service Training of Group 'A' and Group 'B' officers in the Government.
13. Re-imburement of medical charge to the Chairman and members of PPSC beyond delegation of powers prescribed by Health Department.
14. All matters covered under policy relating to the ex-gratia grant and other facilities for families of Govt. employee who die while in service.
15. Foreign Assignment/ Foreign Training up to the level of Group 'B' employees in Government.
16. Grant of permission to Government employees for acquiring high qualification-policy regarding.
17. Employment of Group 'D' employees as domestic servants-Policy regarding.
18. Concession to Govt. employees, who learn foreign language-Policy regarding.
19. Tendering of advice based on approved Government Policy, precedents and previous decisions.
20. Absorption/circulation of lists of surplus staff under priority scheme and other related matters.
21. Allotment of Govt. residential, accommodation, regularisation of period of un-authorized occupation etc. (within the prescribed policy).
22. Approval and filing of written statement/ affidavits in the courts on behalf of Govt. in the Department of Personnel.
23. Grant of leave to Chairman and members of PPSC.

24. Matters concerning representation of Punjab Employees in Chandigarh Administration.
25. Grant of Pension to the retired Chairman/ Members of Punjab Public Service Commission.
26. Disposal of reference from the PPSC on routine Administrative matters not involving change in the existing policy of the Government.
27. Absorption/ circulation of lists of surplus staff of various Departments/ Boards/ Corporations etc. under priority Scheme and other related matter.
28. Constitution of Departmental Councils.
- 29H Demand charter which has been submitted to the Secretary Personnel and on which orders have been passed for meeting, comments and examination by the Secretary Personnel.
30. Follow-up-action on the various decisions of Departmental Councils of different departments.
31. Correspondence with Govt. of India and with other states.
32. Demand charters submitted to senior officers and passed on by them without any comments.
33. Condonation of delay in compassionate ground appointment within the limits prescribed in the approved policy, in deserving cases.
34. Meetings/Proceedings of Departmental Councils.
35. Supply of proceedings of the meetings of the State Council to official/Non-official members.
36. Printing work (any type).

**CASE TO BE DISPOSED OFF AT THE LEVEL OF THE SPECIAL
SECRETARY/ JOINT SECRETARY/ DEPUTY SECRETARY/
UNDER SECRETARY.**

1. Clarification/Observation in respect of Class-'B' and 'C' services rules framed by Departments.
2. To make correspondence with PPSC on routine Administrative matters not involving change in the existing policy of the Government.
3. Deputation of Group 'C' and 'D' employees and modification of the terms of deputation etc.
4. Issue of sanctions of Government for defending court cases and signing/filing of approved written statements/ affidavits/statements on behalf of Chief Secretary/ Secretary Personnel.

CASES TO BE DISPOSED OF AT THE LEVEL OF SUPERINTENDENTS

1. To issue reminders for getting the requisite information from the Departments.
2. Disposal of references received for information and interim reply.