

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(GENERAL COORDINATION BRANCH)

NOTIFICATION

The 19th September 2017

No. G.S.R. 43/Const./Art.166/Amd.(7)/2017.-In exercise of the powers conferred by clauses (2) and (3) of article 166 of the Constitution of India, and all other powers enabling me in this behalf, I, V.P. Singh Badnore, Governor of Punjab, hereby amend the Government of Punjab, Allocation of Business Rules, 2007, namely:-

RULES

1. (1) These rules may be called the Government of Punjab, Allocation of Business (First Amendment) Rules, 2017.
(2) They shall come into force at once.
2. In the Government of Punjab, Allocation of Business Rules, 2007, in the Schedule,-
 - (i) for Serial No. 15, the following serial number shall be substituted, namely:-

“15. DEPARTMENT OF GOVERNANCE REFORMS AND PUBLIC GRIEVANCES
(A) GOVERNANCE REFORMS

 1. In All Matters relating to,-
 - (a) Administration reorganization and streamlining of administration;
 - (b) Reports of Administration Reforms Commission;
 - (c) Improvement in office procedure and systems;
 - (d) Indian Institute of Public Administration; and
 - (e) Formulation of policies regarding maintenance and retention of records.
 2. Administrative reforms and e-Governance in all departments of the Government, reports of the Administrative Reforms Commission, Punjab Governance Reforms Commission, and National e-Governance Programme.
 3. Administration of the Right to Information Act, 2005.
 4. Management of the State Data Centre, State Wide Area Network, State Service Delivery Gateway and other related matters.

(ASVN 14, 1939 SAKA)

5. Administration and all other matters relating to the Punjab Right to Service Act, 2011 and the Punjab Right to Service Commission.

6. To formulate the policy on the use of Information Technology in the State of Punjab.

7. To formulate and implement the plan for induction of Information Technology at all levels in coordination with the department concerned.

8. To give technical advice to all departments regarding adoption of suitable Information Technology System, for making appropriate arrangements to maintain the service.

The Administrative Secretary of the Department, shall report to the Minister-in-charge, directly:

Provided that in the matters relating to policy issues, the Administrative Secretary, shall report to the Minister-in-charge, through the Chief Secretary.

(B) REMOVAL OF GRIVENCES

1. Entertainment of all kinds of complaints from the public against the State Government Departments and State undertakings.

2. Constitution of District Committees, Sub-Divisional Public Grievances Committees and nomination of their members.

3. Framing of policies regarding redressal of public grievances and machinery thereof including-

(a) Advice and suggestions to the Heads of the Departments and Deputy Commissioners, to set up arrangement for quick disposal of the public grievances;

(b) Suo Moto inquiries in cases of undue delay or other urgent matters; and

(c) Study of cases of major grievances and proposing remedies, where ever possible.”; and

(ii) Serial No.36 shall be omitted.

V.P. SINGH BADNORE,
GOVERNOR OF PUNJAB

KARAN AVTAR SINGH,
CHIEF SECRETARY TO GOVERNMENT OF PUNJAB