

Annexure 3: Procedure followed in decision making process

Sr No.	Branch Name	Process of decision making	Final decision making authority	Related provisions acts, rules etc	Time limit for taking a decision, if any	Channels of supervision and accountability
1.	Rice	State Govt. procures paddy on behalf of Govt. of India and delivered due rice to F.C.I. The paddy procured is allotted to eligible rice mills for the purpose of milling. The branch while monitoring the delivery process ensures that millers strictly follow the rice delivery schedule laid down by the Govt. those millers who lag	Director, Food Civil supplies and Consumer Affairs, Punjab	Custom Milling Policy issued every year.	As per Govt. Rules	Director/Deputy Director/ Superintendent/ Sr. Assistant/ Inspector/ Clerk

		behind the delivery schedule are acted against as per the provisions contained in the custom milling policy.				
2	Storage	Through committees	Director of Food, Civil Supplies and Consumer Affairs, Punjab	Guidelines for hiring of plinths/godowns dated 17.03.2018, CAP Hiring Scheme-2019 and GOI/FCI instructions issued from time to time.	As early as possible	Director Joint Director Superintendent Senior Assistant/Inspector/ clerk

	Distribution	<p>The branch dealing with assistant's submit their proposals reporting to their issues to competent authority for taking final decisions.</p>	<p>Administrator, Secretary/ Director, Food Civil Supplies & Consumer Affairs, Punjab</p>	<ol style="list-style-type: none"> 1. National Food Security Act, 2013. 2. The Punjab Targeted Public Distribution System (Licensing and Control) Order, 2016. 3. The Essential Commodities Act, 1955 4. The Punjab Hoarding and Profiteering Prevention Order, 1977 5. Punjab Food Security Rules, 2016. 6. RTI Act 2005 & 2016 	<p>Allocation of subsidised wheat is issued twice a year.</p> <p>Appeals filed by FPS dealers are dealt as per the TPDS control order</p> <p>Application for transfer of FPS licenses and RTI applications are processed immediately.</p>	<p>Secretary</p> <p>Director</p> <p>Joint Director</p> <p>District Food Supply Officer</p> <p>Superintendent</p> <p>Senior Assistant/ Junior Auditor/ Inspectors/FA/ Clerk</p>
--	---------------------	--	---	--	---	--

4	Supply	<p>Norms for checkings of Petrol Pumps, Brick Kilns & Gas Agencies have been fixed by the Govt. as under-</p> <p>Gas Agencies:</p> <p>1. DD(F)- 2% + 1 (Parallel Mktng) 2. DFSC- 5% + 1 (Parallel Mktng) 3. FSO- 10% + 1 (Parallel Mktng) 4. AFSO- 15% + 1 (Parallel Mktng)</p> <p>Petrol Pumps</p> <p>1. DD(F)- 2 in the division 2. DFSC- 2 in the district 3. FSO- 3 in his Area</p> <p>Brick Kilns</p> <p>1. DD(F)- 3 in the division 2. DFSC- 5 in the district</p> <p>The checking</p>	<p>Administrator Secretary/Director Food Civil Supplies & Consumer Affairs, Punjab</p>	<ol style="list-style-type: none"> 1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999. 2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices) Order, 1998 3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978 4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998. 5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001 6. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000 7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000 8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000 	<p>The checking reports have to be submitted by the field officers on monthly basis to head office by 10th of subsequent month.</p> <p>The Brick Kiln owner has to apply for renewal of license before 31st March every year. If he fails to do so, the brick kiln license is either suspended or cancelled.</p> <p>The DFSC can reinstate a suspended license of Brick Kiln within 180 days of suspension. If the license is not renewed within this period then the B.K.O can file appeal before the Director within 30 days of the decision.</p> <p>Further, the</p>	<p>Secretary Director Joint Director DFSO Superintendent Grade-2 Senior Assistant/ Junior Auditor /Inspectors /Clerk</p>
---	--------	---	--	--	---	---

		<p>reports received from the district offices are evaluated against the fixed norms and are submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Superintendent, Assistant Director and Additional Director and are submitted to the Commissioner, as per the merits of the case. Suitable penal action is recommended against the delinquent officers/officials who do not perform the checkings as per norms.</p>			<p>appeal against the decision of Director can be filed with the Secretary to Govt.</p>	
--	--	--	--	--	---	--

5	Food Purchase	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent which is forwarded to the Joint Director (Procurement) and then case is sent to Director/Secretary/FSM/CM(Cabinet) for final orders as per the nature of case.	FSM/Secretary/ Director, Food, Civil Supplies and Consumer Affairs Punjab.	<ol style="list-style-type: none"> 1. Procurement policies of wheat and paddy are decided at FSM's/ CM's level. 2. Guidelines issued regarding specifications/inspection of bales by J.C. Kolkatta, Ministry of Commerce/Textile, GOI. 	To implement decisions regarding procurement policies of wheat/paddy and indents for required bales are taken well in advance before the commencement of Rabi/Kharif marketing seasons.	Clerk-Dealing Hand (Assistant)- Superintendent- Joint Director (Procurement)- Director-Secretary
6	Establishment-1	Assistant to put up the case to Superintendent, which is forwarded to Deputy Secretary / Principle Secretary for final orders.	1. Principal Secretary to decide show cause notice under Rule 10 of the Punishment and Appeal Rules, 1970 and charge sheet under Rule 8 of Punishment	<ol style="list-style-type: none"> 1. Department class -1 and class-3 Rules. 2. Rules of business of the department 3. Punishment and appeal Rules 1970 4. Common Service and Condition Rules 1994 and other related Rules of the Government. 	As early as possible	Clerk, Assistant, Superintendent, Deputy Secretary Secretary/Principle Secretary

			<p>and Appeal Rules 1970.</p> <p>2. Principal Secretary/ Secretary works as Administrative Head as well as Appellate Authority</p>			
7	Establishment -2	<p>Clerk to put-up the case-then dealing hand to deal and submit it to the Superintendent- which is forwarded to the Branch Officer, Director and Administrative Secretary for the final orders</p>	<p>1. Matter regarding delegation of powers to decide Show-Cause Notice under rule-10 of the Punishment and Appeal Rules, 1970 for group B,C and D employees is under consideration</p>	<p>1. Punjab Food and Supplies (Class-3) Service Rules-1990.</p> <p>2. Rules of Business of the department.</p> <p>3. Punishment and Appeal Rules, 1970.</p> <p>4. Common Services and condition Rules, 1994 and other related instructions of the State Government..</p>	As early as possible	<p>Clerk- Dealing Hand (Senior Assistant/junior Auditor))- Superintendent- Branch Officer (Deputy Director)- Director-Secretary.</p>

			<p>n.</p> <p>2. Director to decide Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970, Recruitment, Promotion, Posting/Transfers of the (Group c and D).</p> <p>3. Principal Secretary to decide Chargesheet under Rule-8 of the Punishment and Appeal Rules, 1970as well as authorized</p>			
--	--	--	--	--	--	--

			<p>for the Promotion etc of the Group "B" employees.</p> <p>4. Food Supplies Minister approves the Transfers of the Group "B" employees</p> <p>5. Principal Secretary works as Administrative Head as well as Appellate authority against the orders of Director.</p>			
8	Establishment -3	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent- which is	<p>1. Matter regarding delegation of powers to decide Show Cause Notice under Rule-10 of</p>	<p>1. Punjab Food and Supplies Class-3 Service Rule 1990</p> <p>2. Rules of Business of the department.</p> <p>3. Punishment and Appeal Rules, 1970</p> <p>4. Common Services and</p>	As early as possible	Clerk-Dealing Hand (Asstt.) Superintendent-Deputy Director-Principle Secretary

		forwarded to the Deputy Director ,Director and Principle Secretary for final orders.	<p>Punishment and Appeal Rules, 1970 is under consideration.</p> <p>2. Director to decide Charge sheet under Rule-8 of the Punishment and Appeal Rules, 1970,</p> <p>3. Secretary works as Administrative Head as well as authorised for the Promotion/Trans fers of the Assistant Food and Supplies Officer as Head of the Department as well as appellate authority.</p>	Condition Rules, 1994 and other related instructions of the State Government.		
9	Establishment-4	Clerk to put-up the case-then dealing hand to deal it and submit to the Supdt.- which is	<p>1. Matter regarding delegation of powers to decide Show Cause Notice</p>	<p>1. Punjab Food & Supplies (Class-III), Service Rules, 1990</p> <p>2. Rules of Business of the department.</p> <p>3. Punishment and Appeal</p>	As early as possible	Secretary-Director-Branch Officer-Superintendent-Dealing Hand (Assistant)-Clerk

		<p>forwarded to the Branch Officer, Director and Administrative Secretary</p>	<p>under Rule-10 of the Punishment and Appeal Rules, 1970.</p> <p>2. Commissioner/Director to decide Charge Sheet under Rule-8 of the Punishment and Appeal Rules, 1970, as well as Competent/Appointing Authority for the Recruitment, Promotion, Posting/Transfers of the Ministerial Staff as Head of the Department.</p> <p>3. Secretary works as Administrative Head as well as appellate authority.</p>	<p>Rules, 1970.</p> <p>4. Common Services and Condition Rules, 1994 and other related rules of the State Government.</p>		
--	--	---	---	--	--	--

10	Establishment Accounts-1	Bills/Sanctions/rent work etc received, reviewed by the Superintendent, Deputy Secretary and are submitted to the Director/Managing Director, Pungrain, as per the merits of the case	Secretary to Govt. Of Punjab, Deptt. Of Food civil Supplies and Consumer Affairs/ Director Food civil Supplies and Consumer Affairs, Punjab/ Managing Director, Pungrain	1. Contingency Fund Rules 2. Medical Bills Rules 3. LTC Rules	As early as Possible	Secretary Director/Managing Director, Pungrain Deputy Secretary Administrative Officer Superintendent Senior Assistant/Junior Auditor/Inspector
11	Establishment Accounts-2	This branch receives certificate of verification from circle offices and give benefits of annual increments, after getting orders regarding promotion and orders from Punjab Govt Diarist dairy the letter after that record keeper put up the letter to concerned	Secretary to Govt of Punjab, Deptt. Of Food Civil Supplies & Consumer Affairs, Punjab as per Rules of 1990	As per CSR rules and instructions of Punjab Government	As early as possible	Secretary Director Deputy Secretary Administrative Officer Superintendent Sr. Assistant/ Jr. Auditor

		Assistant/Junior Auditor on file. Assistant/Junior Auditor deal the case after that he gives to Superintendent. Superintendent moves the case to Administrative Officer after that file sends to Deputy Secretary or/and Honourable Director Food or/and Honourable Secretary Food gives order on file as per the case requirement.				
12	Inspection	The Inspection reports so received from A.G.Pb., CAG ,PAC (Vidhan sabha SECTT.) are scrutinized at the level of Jr.Auditor, Senior Auditor, & Accounts Officer, CFA are sent to the District Office AND	Secretary to Govt. Of Punjab, Deptt. of Food Civil Supplies and Consumer Affairs/ Director, Food Civil Supplies & Consumer Affairs, Punjab		As early as possible	Director/CFA/ACFA/ Sr. Auditor/Sr. Assistant/Jr. Auditor

		Concerned branches of head quarters for preparing reply.				
13	Banking	Junior Auditor to put the case to the Senior Auditor which is forwarded to the Dy. Manager (Finance), again to the Director Finance & finally to the Director Food Supplies.	Director, Food civil supplies & Consumer Affairs Punjab/M.D. PUNGRAIN.	Punjab Financial Rules of current year.	Depending on the case to case basis within span of a short period.	PUCs are dealt with Junior Auditor and then submitted to Senior Auditor for checking and finally approved at the level of Dy. Manager (Finance) & Director Finance and Director, Food Supplies.
14	Less-Excess	Action under Rule 8 or 10 of Punjab Civil Services Rules (P&A)1970 is initiated against the staff	Director Food, Civil Supplies and Consumer Affairs, Punjab	Rule 8 or 10 of Punjab Civil Services Rules (P&A)1970	PR35 reports is prepared by the Inspector at the time of vacation of Plinth/Godowns and is submitted to the DFSC	Director Joint Director Superintendent Senior Assistant/Junior Auditor

					<p>concerned, who after his satisfaction sent the same to Head Office in Shortage Branch. The district wise allocation of work amongst the staff has been made and each PR 25 report is scrutinized by the Branch Official by preparing a table to see that excess has been accounted for as per norms. The prevailing norms of excess are as under:</p> <ol style="list-style-type: none"> 1. For covered godowns 1% 2. For open godowns/cap storage 0.7% 3. Excess will be taken only during first year of shortage 	
15	Quality Control	Norms for checkings of C.A.P./ Covered and P.E.G.	Secretary to Govt. Of Punjab, Deptt. of Food Civil		As early as possible	Director Joint Director

		<p>godowns have been fixed by the Department.</p> <p>The inspection reports received from the district offices/higher officers are evaluated against the fixed norms and are submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Superintendent, Executive Director and are submitted to the Director, as per the merits of the case. Suitable action is recommended against the delinquent officers/officials who do not perform the inspections as per norms.</p>	<p>Supplies and Consumer Affairs/ Director, Food Civil Supplies & Consumer Affairs, Punjab</p>			<p>Senior Auditor</p> <p>Senior Assistant /Inspector/Clerk</p>
--	--	---	--	--	--	--

16	Wheat Account & Recovery (1to5)	<p>Dealing hand deal/checks the accounts received from various districts and submit to the senior Auditor which is forwarded to the ACFA, CFA for final orders.</p> <p>State Govt. Procures wheat and paddy on behalf of Govt. Of India. During this process if there is any loss of interest due to late document dispatch to FCI and amount withheld by FCI on various Accounts. The</p>	<p>Director, Food Civil Supplies and Consumer Affairs, Punjab</p>	<ol style="list-style-type: none"> 1. Rules of Business of the department 2. Storage Policy maintained by Storage Branch 3. Transportation policy maintained by Budget Branch 4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch 	<p>To recover the amount of loss of interest to Govt. Initially show cause notice is issued to the delinquent official. And then amount of recovery is confirmed on the basis of the personal hearing of the officials and comments of DFSC. Show cause notice must be issued within 4 years from the occurrence of loss if the official is retired.</p>	<p>Director Controller Food and Accounts Asstt. Controller Food and Accounts Sr. Auditor, Sr. Assistant/ Jr. Auditor/ Inspector</p>
----	--	--	---	--	--	---

		amount to be recovered from officials and FCI is collected from concerned districts and submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Sr. Auditor, Audit officer and Additional Director cum Controller and are submitted to the Commissioner, as per the merits of the case. Suitable penal action is recommended against the				
--	--	--	--	--	--	--

		delinquent officers/officials who do not submit the documents during the time period specified in policy regarding despatch documents.				
17	Rice Accounts (1 to 3)	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, Additional Director cum Controller (F&A) for final orders.	Additional Director cum Controller(F&A)	<ol style="list-style-type: none"> 1. Rules of Business/ Policy of the department 2. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch. 	As early as possible	Junior Auditor Senior Auditor ACFA CFA

18	Budget Fund	Jr. Auditor to put up the case to Sr. Auditor, which is forwarded to ACFA/AO, Dir. Finance/CFA, DFS & SFS.	Secretary/ Director Food Civil Supplies & Consumer Affairs, Punjab/M.D. PUNGRAIN.	<ol style="list-style-type: none"> 1. Preparation of Dept. Budget according to Rules of Budget manual. 2. Policies issued by the Dept. regarding Labour/ Cartage, Transportation, PEG Godown&Dharam Kanda. 	As per Norms.	Secretary, Food & Supply/ Director Food & Supply/ Controller Finance & Accounts/ Asst. Controller Finance & Accounts/Accounts Officer Senior Auditor Senior Assistant/ Junior Auditor
19	Incidental	The proposals of incidentals are sent to GOI New Delhi.	Secretary Food Civil Supplies & Consumer Affairs Punjab.	<ul style="list-style-type: none"> • The Punjab value added Act 2005. • (ID Cess) Punjab Infrastructure Development and Regulation Act 2002. • Punjab Agriculture Produce Market Act 1961. 	As soon as possible.	Commissioner/ Director Finance Deputy Controller Finance & Accounts Senior Auditor Senior Assistant/ Junior Auditor
20	Compilation	Preparation of balance sheet, reconciliation of loaning/ borrowing gunnies account with state procuring agencies and	Secretary Food, Civil Supplies & Consumer Affairs Pb cum Chairman PUNGRAIN.	Balance sheet is prepared under Company Act 1956.	As soon as possible	Director Food/M.D. PUNGRAIN/Director Finance G.M. (Accounts/Finance) / A.O./ Senior Auditor & Junior Auditor

		appointment/maintaining of record and extension in contractual period of contact employees time to time.				
21	GPF	Clerk to put up the case then dealing hand to deal it and submit to the Senior Auditor which is forwarded to the Assistant Controller, Finance and Accounts then CFA for final orders.	1. CFA-to approve final payments and non-refundable advances.	Chapter 13 of Punjab CSR Volume-II.	As early as possible.	Clerk-dealing hand (Assistant)-Senior Auditor-Assistant Controller (Finance & Accounts)- Controller (Food Accounts)
22	UID Wing	In compliance with Aadhaar Act of GOI and other guidelines issued by UIDAI, GOI from time to time	State Registrar, UID Punjab	Aadhaar Act 2016 and As notified by UIDAI, GoI	As early as possible.	

