Norms set by it for the discharge of its functions

Norms for various activities relating to functions of Department of Employment, Punjab are given below :-

Sr.No	Activity/function		Time to be taken/Norms
1	Registration of Name	:	On the spot
2	Renewal of Registration Card	:	On the spot
3	Addition/Alteration	:	Immediately
4	Transfer of the X-1 Card	:	Immediately
5	Booking of Vacancies	:	Immediately
6	Display of Vacancies	:	Immediately
7	Taking action on vacancies	:	With in 24 Hours
8	Providing Guidance	:	Immediately
9	Celebrating Guidance week by all the District Head Quarters	:	Every Year
10	Arranging Career Conference/ Exhibition	:	Once a Year.
11	Holding Placement Camps	:	As many as possible
12	Arranging Coaching Camps	:	As many as possible
13	Delivery of Career Talks by the Employment Officers	:	Minimum 4 in a week.
14	Disbursing unemployment allowance	:	As soon possible.