

Power and Duties of officers and Employees

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure B
		(ii) Power and duties of other employees	N.A
		(iii) Rules/ orders under which powers and duty are derived and	<ol style="list-style-type: none"> 1) Land Acquisition 1894 2) FCR standing order No. 28 and its amendments 3) Civil Procedure Code 4) Special Act like prevention of corruption 5) The Indian Boiler Regulations-1950 6) Indian Stamp Act.(1899) 7) Registration Act. etc.1908 8) Punjab Public Premises and Land (Evection and Rent Recovery) Act 1973 and its Rules 9) Registration of Firms 1932 10) Societies Act.1860 11) The Punjab Industrial Estates Rules, 1959 12) The Sick Industrial companies (Special Provision) Act.1985. 13) Industrial Dispute Act.1947 14) Indian Partnership Act, 1932 15) Societies Registration Act, 1860 16) The Boilers Act-1923 17) The Indian Boiler Regulations Act-1950 18) Land Acquisition Act 1894 19) Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013. 20) Punjab State Aid to Industries Act 1935. 21) Industrial Polices.
		(iv) Exercised	As per rules.
		(v) Work allocation	As per Organization Chart (Annexure A)

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Principal Secretary to Govt. of Punjab,	<p>Administrative powers:</p> <ol style="list-style-type: none"> 1. Appointment by promotion of Class-II officers. 2. Revision of pay, grant of special pay and personal pay, Class I & Class II. 3. Exentions of probationary period, confirmation, promotion, seniority cases, all disciplinary cases involving penalty, suspension & revocations of Class II officers and acceptance of resignations of Class II Officers. 4. Entrusting cases to the Department of Vigilance, Police, Courts and allowing expenses thereof and ordering departmental enquiries; Class-II. 5. Refusal of IPR-Class-I & Class-II 6. All miscellaneous mattes not specified otherwise in respect of class-I and Class-II Officers. Transfers and postings of Class II officers. 7. I) Gratuity, pension and completion of probationary period of Class-I and Class-II officers where there are adverse recommendations and cases are not clear ii) initial appointments on recommendations of PPSC: Class-I & Class-II. 8. Appointment on deputation to
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				<p>Central/State Government and Corporation, Training of officers within India, Class-I.</p> <p>9. Requisition to be placed with the PPSC for both Class-I & Class-II posts .</p> <p>10. Appeals filed by officers/officials in respect of Class-II & III.</p> <p>11. All Miscellaneous matters not specified otherwise in respect of Class-III.</p> <p>12. Framing /amendment of service rules and fixation of cadre Class-III.</p> <p>13. Purchase of staff cars.</p> <p>14. New expenditure /supplementary demands</p> <p>15. Reference to the PPSC where no policy issue is involved.</p> <p>16. Travelling beyond jurisdiction within India, fixation of pay, loans, advances and honorarium for both Class-I and Class-II</p> <p>17. Approval of service for purposes of retirement and other benefits when such approval is required to be given by the Government.</p> <p>18. Creation of non-gazette posts in consultation with Finance Department.</p> <p>19. Continuation of temporary posts in consultation with Finance Department.</p> <p>20. All other matters relating to Class-III and Class IV.</p> <p>Financial</p>
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				<ol style="list-style-type: none"> 1. Sanction of time barred claims in respect of pay, TA etc. of Class II & Class III. 2. Re-imburement of medical charges 3. Extension of the period of recovery of industrial loans under the Punjab State Aid to Industries Act, as provided in the Rules framed there under. 4. Submission of plan documents and data to the Department of Planning after the plan has been formulated in consultation with the Secretary. 5. Clarification or small modification of schemes including the revision of the scope of a scheme after the funds have been earmarked. 6. Cases to be referred to Finance Department for individual schemes and posts approved as part of the plan. 7. issue of sanction after budget has been passed and concurrence of Finance Department has been obtained. 8. Disposal of stores by Public Auction in accordance with the Rules. <p>En-cashment of leave, GIS, GPF, Gratuity , Ex-gratia of Group 'B' & 'C' employees. Purchase of stores amounting worth Rs. 25,000/-</p> <p>Duties:</p>
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			Secretary-cum-Director	<ol style="list-style-type: none"> 1. Appointment by promotion of Class II Officers. 2. Extension of probationary period, confirmation, promotion, seniority cases all disciplinary cases involving penalty, suspension & revocations of Class-III Officers and acceptance of resignations of Class-II Officers. 3. Refusal of LPR: Class-I & Class-II. 4. Appointment on deputation to Central/State Government and Corporation/Training of Officers within India, Class-II. 5. Requisition to be placed with the PPSC for Class-II posts 6. Appeals filed by Officers/officials in respect of Class-II & III

				<p>7. All the miscellaneous matters not specified otherwise in respect of Class-III.</p> <p>8. Framing /amendment of service rules and fixation of cadres Class-III.</p> <p>9. Forwarding of applications for employment outside the State of Punjab (within India) in respect of Class-I and Class-II.</p> <p>Financial:</p> <p>Gratuity, pension and completion of probationary period of Class-II Officers where three are adverse recommendations and cases are not clear.</p> <p>Duties:</p> <p>To implement the programmers and Policies of the State Government in the Department of Industries & Commerce, Punjab.</p>
			Additional Director (MSME/Technical)	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Chairman of sub group committee of allotment of plots by the Punjab Small Industries & Export Corporation. • Vice chairman of Institute of R & D centre for Bicycle and Sewing Machine, Ludhiana, Institute of Auto Parts & Hand Tools, Ludhiana, Institute of Machine Tools & Technology, Batala. <p>Duties:</p> <p>Cluster Development Scheme i.e. IIUS & MSE-</p>

				<p>CDP, Setting up of Plywood Parl, Hoshiarpur, UdyamSamagams, Work related to ZED scheme and WISH scheme, Technology Centres and Hub & Spoke Scheme, GOI Projects (CIHT, CTR, CIPET, NISST etc.) and UNIDO/UNDP Projects (IMTT, IAHT & R&D Centre for Bicycle & Sewing Machine), National/State Awards, SCST Hub, SCSP, Work related to Punjab Energy Development Agency (PEDA), All works related to Pollution (air, water, noise etc.) and Environment, Cleaning of Rivers, Water Bodies and BudhaNallah, All existing and new CETPs, PETS, LETS, JETS etc., Hazardous waste Management, Climate Change. Central Ground Water Board, Indian Leather Development Programme (ILDPA), FDDI, Deptt. Of Science Technology & Environment meeting, PPCB, CPCB & PSCST Meetings, Work related to Explosive Act, 1884, Court Cases and Audit Paras/PAC/CAG related to the Technical Branch, Director of Boilers, Boilers Act-1923, Rules & Regulations, Lubricating & Grease Order,</p>
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				<p>Disposal of IDCs-QMCS, CFWs, Work related to Punjab Test House, RIDCs, BIS Co-ordination Work, IPIRTI Centre, NPC, NPC Trainings, Work related to Technical Education & Industrial Training, Annual Administration Repoart/Related Work, Indian Toy Fair 2021</p>
			<p>Additional Director (Administration)</p>	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Processing service matters of Group A, B, C & D employees of the Directorate of Industries & Commerce. • Branch officers of the branches under their control. • Authorized to dispose of case under as per Delegation of Power. • Authorized authentic authorizes by virtue of Rules of Business to sign a Govt. order and advise in respect of subject matter under jurisdiction. <p>Financial:</p> <ul style="list-style-type: none"> • Authorized to dispose of cases as per delegation of Powers. <p>Duties:</p> <ul style="list-style-type: none"> • Control the branches • Maintain discipline • Guide the Staff • Check and dispose of the work of allocation

		Additional (PIU)	Director	<p>Duties:</p> <ul style="list-style-type: none"> • To Create awareness about the policy amongst the stakeholders • To prepare a detailed policy implementation plan with clearly defined timelines and responsibilities for each of the strategic pillar. • Infrastructure • Power • MSME • Startup and Entrepreneurship • Skill Development • Ease of Doing Business • Fiscal and Non-Fiscal Incentives • Stakeholder Engagement
		Collector Acquisition	Land	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Collector Land Acquisition has powers to acquire land for development the Industrial Focal Points in the State and for Private Companies as per the Land Acquisition Act 1894 and now the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013. • Determines amount of compensation of the land acquired and determines amount of compensation on the basis of the award of the authority. • Defends the Government in various court related to land acquisition. <p>Financial:</p>

				<ul style="list-style-type: none"> • Disbursement of compensation to the extent of 80% on urgent acquisitions under Section . • Disbursement of compensation on announcement of awards. • Disbursement of compensation as enhanced by District Judges. • Recovery of compensation paid in excess. • Announcement of Land Acquisition Award. <p>Duties:</p> <p>Site inspections, inquiries, issuance of notification under sections-4, 6 of the Land Acquisition Act, hearing of objection under section-5, settlement of claims under section-9, announcement of award of acquisition of land, disbursement of compensation to the land owners, reference petitions to District Courts, provision of funds for the companies, its disbursement, execution of land from acquisition and other duties provided in the Land Acquisition Act. ,Rules and FCR standing order-28.</p>
			Registrar of Firms Societies, Punjab	<p>Administrative powers:</p> <ul style="list-style-type: none"> • To register the new firms and entry in the register regarding change in constitution under Indian Partnership Act, 1932 • Register the new societies and acknowledge the annual return /filling of list of governing/general body under Societies registration Act, 1860 <p>Duties:Registration of Firms and Societies in the</p>

			State of Punjab.
		Director of Boilers	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Recruitment of Class-III upto Clerk and punishment under P&A Rules. • Issuance of Certificate relating to above matters • All matters relating to inspection of Boilers etc. <p>Duties:</p> <ul style="list-style-type: none"> • Inspection Certification, regulation checking of fitting accessories of Boiler. <p>Controlling & Implementation of Boilers Act.</p>
		Additional Controller of Stores.	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Delegated Powers of sanctioning of rate contracts. Financial. • Purchase of Stores worth Rs. 10,000/-. • Sanctioning of rate contracts upto 75,000/- <p>Duties:</p> <p>Matters relating to purchase of stores, finalization of rate contracts, approved sources etc.</p>
		Joint Controller (F&A)	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Drawl of pay and allowances the employer/employees of H.Q. <p>Financial:</p> <ul style="list-style-type: none"> • Purchase of stores upto 10,000/- • Sanctioning of Medical claims upto 25,000/-

				<p>Duties:</p> <ul style="list-style-type: none"> • Processing cases relating to Sanctioning of refundable, non-refundable G.P.F. advances. • Exercise of D.D.O Powers vested by Finance Department. • Processing of loan cases i.e. House Building Advance, Scooter advance, Computer advance etc.
			Assistant Controller (F&A)	<ul style="list-style-type: none"> • All accounts matters pertaining to service matters, non-plan schemes, budget, audit para etc. • All matter pertaining to Store, vehicles, maintenance of office building. • Processing of cases relating to the matter as mentioned above.
			General Manager, District Industries Centers.	<p>Administrative powers:</p> <ul style="list-style-type: none"> • Service Matter of Class-IV employees. • To Sale Tax exemption eligibility certificate to eligible industrial units. • To registration certificates permanent/provisional to SSI units. <p>Financial:</p> <ul style="list-style-type: none"> • To sanction investment cases of industrial units up to Rs. 5 lacs. • In case unit opt for interest subsidy in lieu of sale tax exemption, GM in competent to sanction investment incentive and interest subsidy up to 8 lacs. <p>Duties:</p> <ul style="list-style-type: none"> • Implementation of Industrial Policy, Development, Registration of the Industrial

				<p>Units, implementation of PMRY in the State.</p> <ul style="list-style-type: none"> • Implementation of Mines and Minerals (Regulation and Development) Act, 1957, Punjab Mineral Rules 1964. Vesting of rights Act, 1994 etc. • Registration of Societies in the District as Additional Registrar.
			Joint Director (Plan Coordination)	<p>Duties:</p> <ul style="list-style-type: none"> • All work relating to plan coordination.
			Joint Director (Infra)	<p>Duties:</p> <ul style="list-style-type: none"> • Processing cases relating to Industrial Infrastructure like Industrial Estates, Industrial Sheds etc. • Processing and monitoring cases of recovery of loans and other dues.
			Joint Director (Credit)	<ul style="list-style-type: none"> • Processing and monitoring cases of recovery of loans and other dues.
			Joint Director (Incentive/SSI)	<p>Duties:</p> <ul style="list-style-type: none"> • Processing cases of incentives, subsidy to entrepreneurs. • Processing/monitoring matters concerning Small Scale Industries, District Industries , Centers, Rural Focal Points, National Programme on Rural Industrialization, District Industries, Centers Schemes, Allocation of Raw Material for SSI Units, Scheme of Ministry of Food Processing Industry, Govt. of India.
			Functional Manager	Implementation of Industrial Policy, Development, Registration of the Industrial Units, implementation of PMRY in the State.

			Project Manager	Preparation of Industrial Projects performing other duties assigned by General Manager.
			Senior Industrial Promotion Officer	Verification, collection of data of Industrial Units in the Urban Area of the Districts etc.
			Block Level Extension Officer.	Verification, collection of data of Industrial Units in the Development Blocks etc