

CHAPTER-1 (MANUAL1)
PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES
Under section-4(1) (b)(i)

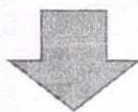
Taxation Commissioner (IAS)
 (pay Band and GP-37400-67000+8700)



Addl. Commissioner State Tax-05
 1-(IAS) 1-(PCS) 3-(Departmental)
 (pay Band and GP-37400-67000+8700)



Joint Commissioner State Tax-05
 (5-Departmental)
 (pay Band and GP-15600-39100+7800)



(Pay Band and GP-15600-39100+6600)	DCST Division 07	DETC-Cum Joint Director (Inv) 03	DETC (Head Office) 02	DETC (Legal Cell) 01	DETC (Training School) 01	DETC (Appeal) 03
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(Pay Band and GP-15600-39100+5400)	AETC Division 29	ACST (Audit) Patiala -01	AETC (Mobile Wing) 07	AETC (Head Office) 06	AETC (Legal Cell) 02	AETC (Training School) 01
		ACST (Audit) Ropar at Mohali -02				
		ACST (Audit) Ludhiana-05				
		ACST (Audit) Fatehgarh Sahib – 02				
		ACST (Audit) Jalandhar – 02				
		ACST (Audit) Amritsar – 01				
		ACST (Audit) Bathinda – 01				

The number of Group A posts in Excise and Taxation Department, Punjab Patiala is as follows:-

Sr.No.	Name of the Post	Pay Scale (6 th pay commission)	Sanctioned Posts	Filled		
				Regular	Contract	outsourced
1	Additional Commissioner State Tax	15600-39100+8400GP (Level 26)	5	Yes	-	-
2	Joint Commissioner State Tax	15600-39100+7800 GP (Level 24)	5	Yes	-	-
3	Deputy Commissioner State Tax.	15600-39100+6600 GP (Level 21)	17	Yes	-	-
4	Assistants Commissioner State Tax	15600-39100+5400 GP (Level 17)	59	Ye00s	-	-
5	State Tax Officer	10300-34800+5000 GP (Level 13)	334	Yes	-	-

The number of Group B posts in Excise and Taxation Department, Punjab Patiala is as follows:-

Sr.No	Name of the Post	Pay scale		Sanctioned Posts	Filled		
		Existing Pay Scale	Pay Scale as per 7 th CPC		Regular	Contract	outsourced
1	Superintendent Grade-1	15600-39100+5400		6	05	-	-
2	Superintendent Grade-11	10300-34800+4800		11	11	-	-
3	Personal Assistant	10300-34800+4800		6	06	-	-
4	Senior Assistant	10300-34800+4400	35400/-	47	34	-	-
5	Legal Assistant	10300-34800+4400	35400/-	02	-	-	-
6	Senior Scale Stenographer	10300-34800+4400	35400/-	13	06	-	-
7	Junior Scale	10300-34800+3600	29200/-	12	08	-	-
8		10300-34800+3200	19900/-	48	28	-	-
9		10300-34800+3200	19900/-	03	-	-	-

10	Clerk (I.T)	10300- 34800+3200	19900/-	06	-	-	-
11	Clerk (Accounts)	10300- 34800+3200	19900/-	06	-	-	-
12	Stenotypist	10300- 34800+3200	21700/-	11	11	-	-
13	Librarian	5910+20200+2400	25500/-	01	-	-	-
14	Telephone Operator	5910+20200+2400	-	02	02	-	-
15	Munim	10300+34800+3600	-	01	01	-	-
16	Restorer	5910+20200+2400	-	01	01	-	-

Note (1) Posts mentioned at sr.no.15&16 (i.e.munim & Restorer) have been surrender.

Sr.No.	Name of the Post	Pay scale	Sanctioned Posts	Filled		
				Regular	Contract	Outsourced
1	Superintendent Grade-1	48700/ Level 16 As per 6 th PPC(Promotes)	07	00		
2	Superintendent Grade-11	43000/ Level 11 As per 6 th PPC(Promotes)	35	31		
3	Senior Assistant	38500/ Level 11 As per 6 th PPC(Promotes) 35400/As per 7 th CPC (New Direct Appointee)	77	35		
4	Senior Scale Stenographer	38500/ Level 11 As per 6 th PPC(Promotes)	20	02		
5	Accountant	38500/ Level 11 As per 6 th PPC(Promotes) 35400/As per 7 th CPC (New Direct Appointee)	18	08		
6	Taxation Inspector	38100/ Level 10 As per 6 th PPC(Promotes) 35400/As per 7 th CPC (New Direct Appointee)	683	516		
7	Junior Scale Stenographer	28900/level 7 As per 6 th PPC(Promote) 29900/As per 7 th	46	30		

		CPC (new Direct Appointee)				
8	Stenotypist	21700/-As per 7 th CPC (New Direct Appointee)	165	110		
9	Clerk	20200/ Level 3 As per 6 th PPC(Promotes) 19900/As per 7 th CPC (New Direct Appointee)	535	388		
10	Clerk (Legal)	20200/ Level 3 As per 6 th PPC(Promotes) 19900/As per 7 th CPC (New Direct Appointee)	40	00		
11	Clerk (Accounts)	20200/ Level 3 As per 6 th PPC(Promotes) 19900/As per 7 th CPC (New Direct Appointee)	28	00		
12	Peon	18000/-Level-1	743	362		
13	Chowkidar-cum-sweeper	4900-10680 +1650	48	09		
14	Watchman-cum-gardener	4900-10680+1650	29	12		
15	Swiper full time	4900-10680+1650	29	5		
16	Swiper part time	4900-10680+1650	30	0		
17	Chowkidar-	4900-10680+1650	2	1		
18	Electrician	5910-20200+1900	3	0		
19	Surety	4900-10680+1400	2	2		