

The Particulars of its organisation, functions and duties

Name and Address of the organisation:

NAME- Department of General Administration

ADDRESS- Punjab Civil Secretariat, Sector -1 , Chandigarh.

FUNCTIONS & DUTIES:

All matters related to establishment of Group A,B,C and D employees.

ORGANIZATION CHART

Chief Secretary

Secretary GAD

Joint Secretary GAD

Deputy Secretary GAD

Deputy Secretary
Accounts

Deputy Secretary
Protocol & General

Under Secy.
Secretariat Admn.

Deputy Secy
Coordination

- 1. Accounts-1
- 2. Accounts-2
- 3. Accounts-3
- 4. Accounts-4
- 5. Accounts-5

- 1 Protocol
- 2 Political
- 3 ADO-1
- 4 ADO-2

- 1.Establishment-1
- 2.Establishment-2
- 3. Establishment-3
- 4. Establishment-4
- 5. Establishment-5

- 1. Monitoring Cell
- 2. Cabinet Affairs
- 3. General Coordination
- 4. Record
- 5. Issue & Circulating
- 6. Library