

ANNEXURES

**Annexure 'A'- The Punjab Financial
Commissioners' Office Sate Service (Class III)
Rules, 1986.**

**Annexure 'B'-Distribution of work by Branches and
subjects in the office of the Financial
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ANNEXURES

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Annexure 'B'-Distribution of work by Branches and subjects in the office of the Financial Commissioners, Punjab.

FINANCIAL COMMISSIONERS' SECRETARIAT HAND BOOK

CHAPTER 1-Organization and Discipline

Introduction

1.1 The Financial Commissioners hold dual offices and their work falls into two categories viz. they work as Secretaries to Government and also as Heads of Departments. Both duties are carried out by the agency of the same office staff and care has to be exercised to distinguish between the orders passed as Secretaries and those passed in the capacity of Heads of Departments exercising statutory authority. The use of the correct designation especially in notification is most important.

While performing duties as Financial Commissioners they are assisted by their Secretaries, commonly known as Revenue Secretaries to the Financial Commissioners, who also hold dual offices i.e. while working on the executive side under the Secretary to Government, they act in their capacity as Special/Additional/Joint/Deputy Secretaries to Government; whereas on the other side, while working under the Financial Commissioners, they perform their functions as Revenue Secretaries to the Financial Commissioners.

The Financial Commissioners also act as judicial courts under the various enactments.

Instructions relating to disposal of Government work as contained in the Secretariat Instructions. These apply also to the office of the Financial Commissioners *mutatis mutandis* and the Handbook contains only such subsidiary instructions as are necessary to cover difference in methods of procedure, etc. as also certain instructions for dealing with work as Head of Department.

Gazetted Staff

1.2 The Gazetted Staff of the office consists of the following:-

- (a) Financial Commissioners who also act as Secretaries to Government, Punjab in the respective Administrative Department ;
- (b) Special Secretaries to Government Punjab.
- (c) Additional Secretaries to Government Punjab
- (d) Joint Secretaries to Government, Punjab.
- (e) Deputy Secretaries to Government, Punjab;
- (f) Under Secretaries to Government, Punjab, Monitoring and Evaluation Officer
- (g) State Editor Gazetteer.
- (h) Superintendents Grade-I/Private Secretaries
- (i) Superintendents Grade-I (Judicial) to the Financial Commissioners.
- (j) Chief Stamp Auditor.

Non-Gazetted Staff

1.3 The non-gazetted establishment is as laid down in the Punjab Financial Commissioners. Office (Class III) Rules, 1986, which form Appendix A to this handbook. These Rules govern all matters relating to recruitment, promotion and punishment of the subordinate staff.

Branches/Sections

1.4 The business of the office of Financial Commissioners is carried on by the following branches/sections for the purpose of facilitating the disposal of work and control over the staff:-

Branches:

- (1) Record (including Library and Storekeeper)
- (2) Administration I, II, III & IV.
- (3) Revenue Establishment I and II
- (4) Consolidation
- (5) Agrarian Reforms
- (6) Accounts
- (7) Issue & Circulating
- (8) Land Revenue
- (9) Disaster Management I
- (10) Stamp & Registration
- (11) TLSB
- (12) Disaster Management III
- (13) Excise and Taxation I and II
- (14) Rural Development Establishment I, II, III, IV and V.
- (15) Development Coordination.
- (16) Agriculture I, II and IV
- (17) Co-operation I and II
- (18) Budget, Accounts and Compilation

- (19) Mandi
- (20) Forest
- (21) Animal Husbandry
- (22) Jagir Branch
- (23) Boundary Cell
- (24) Monitoring & Evacuating Cell
- (25) Gazetteer Organisation
- (26) Policy and Legal

Sections

- 1. Revenue Coordination
- 2. Land Use Board
- 3. Agriculture III
- 4. Animal Husbandry
- 5. Integrated Rural Development Programme
- 6. Budget & Accounts
- 7. Training Section
- 8. Audit
- 9. Art Section
- 10. Computer Cell
- 11. A.I. Unit

General
Discipline

1.5 Transfer of the Subordinate Staff amongst the branches/sections is at the discretion of the Joint Secretary or Deputy Secretary or Under Secretary (Admn.)⁰ subject to the overall control of the Financial Commissioner.

A detailed statement of the work done by the branches, etc., is given in Appendix B. This is subject to alteration, under the orders of the Secretaries as circumstances require. The Superintendent Grade I of each branch or the official in charge of each section is responsible for the distribution of work between his Senior assistants so as to ensure both efficiency and expedition. Where for any reason it is found that an individual is overburdened or when an individual is temporarily absent, the Superintendent Grade I or official in charge must arrange for a permanent or temporary redistribution of work to ensure that cases are not held up. Any willful delay or shirking or extra work required of individuals will be dealt with as a serious breach of discipline.

Charge Report
of non-gazetted
Staff

1.6 To ensure the proper care of official papers and books and references, when a Clerk or Senior Assistant is transferred or proceeds on leave, he must before he leaves the duties on which he is engaged, make over the Superintendent Grade I of the Branch a list showing all the official papers and books he has in his charge together with a detail of registers, if any, maintained by him. This will be checked by the Superintendent Grade I of the branch and made over to the relieving Clerk or Senior Assistant who will keep it carefully and produce it when required.

The Superintendents Grade I will, when taking or handing over charge of a branch, be responsible to see that similar statements are prepared in respect of papers, books, records, or registers for which they are themselves responsible. The same remarks apply to officials in charge of sections and to Clerks in the Vernacular Office.

Holidays and
Hours of work

1.7 (i) The normal working hours are from 9.00 AM to 5.00 PM but the subordinate staff can work in office on working days beyond 5 P.M. keeping in view the exigency of work. No one is permitted to work on holidays without the permission of the competent authority, unless he is placed on duty.

Closure of
office

(ii) The Office Chowkidars have standing order that the office should not be kept open after 5.00 PM on any working day or holiday but no one may interfere with them in the performance of their duty of closing the office. The Chowkidars would, however, keep regard to the fact that they would not compel the officer to vacate his room if he is attending to official business or ask an official to leave his seat if he is attending to the urgent official work under the orders of his officer, after office hours. In the normal working, Clerks or Senior Assistants who cannot dispose of their work by 5.00 P.M. must be considered incompetent in need of relief. The branch officer should take steps to deal with such cases in consultation with the Deputy Secretary (Admn.)

(iii) The Superintendents Grade I/Section Incharge is in the first instance responsible for punctual attendance. Before the register is sent to the Branch Officer daily, he should assure himself that all the officials of his Branch/Section are present and keep a note of those who are late and then send the explanation to the Branch Officer.

(iv) Punctuality in office attendance is one of the prerequisites of satisfactory conduct of Government employees and it is expected of them to maintain it religiously. Senior and supervisory officers should observe punctuality themselves, all the more so to set an example for their subordinates to follow and also to be in a position to exercise effective check on the punctual attendance in the office. Disciplinary action may be taken against the officials who are habitual in not attending the office punctually.

1.8. Files and other papers must not be taken home by the officials for any reason without the previous permission of the Superintendent or the Officer in charge of the Branch. Any breach of this order must be reported to the Deputy Secretary (Admn) as soon as it comes to notice.

1.9. When any official, or a member of his family is suffering from any infectious disease he must forthwith report the circumstances to the Deputy Secretary (Admn.) with a medical certificate from the Medical Officer Health of the area in which he resides and abstain from attending the office. The leave admissible under the Rules will be automatically granted till danger of infection has ceased. Disobedience of this rule will be severely dealt with.

It is the duty of every Government servant to take all requisite precautions against the contraction of infectious disease. In this connection it is necessary that full advantage should be taken of the special arrangements made by the medical authorities for vaccination as a preventive against such diseases. It is most advisable that the staff and their families should be vaccinated once in every two years and in case of epidemic of any disease revaccination should take place as soon as possible after an outbreak unless the vaccination has been performed within six months of the outbreak of the epidemic. In case where these precautions have not been taken, the advisability of withholding the concessions relating to special casual leave admissible under the Civil Service Rules will be considered.

1.10. Under the order of Financial Commissioner, the following orders provide definite safeguards on leakage of information from this office:-

- 1) With this view, cooperation is invited from those in charge of the sections. The Record Assistant, the Diarist, the Senior Assistant, the Superintendent Grade-I and others should keep a careful watch on the movements of those who are habituated to prying into files and they should report to the Deputy Secretary (Admn.) as soon as anything worthy reporting comes to their notice.
- 2) The Senior Assistants, on receipt of files, will pass on all confidential papers to their Superintendents Grade-I with economy slips. The Superintendents Grade-I will pass on to the Branch Officer/Secretary concerned after repasting the economy slips. On their return from the Secretaries, the Superintendents will receive back the files in closed covers and they will similarly pass them to the Senior Assistants .
- 3) When there are orders to issue, the superintendents will arrange with the branch officer to have the orders issued confidentially. The Superintendent Grade-I will ensure that the Typist who types such letters keep these confidential. If need be, the Typist will compare the contents of the letter with the Senior Assistant .
- 4) The Superintendent Grade-I thereafter keep the file in his confidential almirah and will continue to do so till the subject under discussion is more or less dead . After three months or when the file is no longer pending the Superintendent Grade-I should restore the file to the General Record Room.
- 5) This system will no doubt throw additional work on the Offices, Superintendents Grade-I and others but in order to maintain the secrecy and to check the evil so prevalent, a determined effort is necessary to be made to check this abuse in the interest of the office.

Attendance
Register

Punctuality
in office
attendance

Removal of
papers from
office

Infectious
disease

Safeguard against
leakage of
information

- 6) The Superintendent Grade-I will decide which case should go in confidential covers and should bear in mind that the number of closed covers should be limited as far as possible to those of real importance. The following distinction should be made as a general guide:
- a) Papers to be treated as confidential
 - (i) All cases of administration including appointment, promotion, pay, disciplinary action etc.
 - (ii) Land benefits.
 - (iii) Extension of service.
 - (iv) Examination results.
 - (v) Transfers etc.
 - (b) The following papers should not be treated as confidential
 - (i) Pension.
 - (ii) Commutation.
 - (iii) Advances.
 - (iv) Conferment of powers etc.
- (7) It should be noted that outsiders or private persons are not to be admitted in the office for any purpose without the knowledge and permission of the Branch Officer except for the following purposes.
- (a) to visit the gazetted officers,
 - (b) to have stamp impression on documents,
 - (c) to obtain copies of the documents lodging appeals, inspecting judicial files, ascertaining dates of judicial cases or result of cases.
 - (d) to receive payment of money due,
 - (e) or for any other purpose for which they are authorized.

Any cases of intrusion for purposes other than above should be brought to the notice of Deputy Secretary (Admn). Any breach of this rule and in case of an official receiving visitors or callers in office without the permission of the competent authority will be liable to severe punishment. All concerned are strictly forbidden to show the office files or to make any disclosure as to their contents to any person, whether a Government official or not, without the permission of the competent authority.

- (8) Official information acquired by Senior Assistants and others must be considered and treated as strictly confidential, No body should make use of any record or letter or officer note for communication to the press or unauthorized persons whether official or not without permission.
 - (9) Office notes must be considered to be strictly confidential documents and must not be removed from the office or be used by any of the officials outside the office on any pretext nor should office notes be sent out of the office without the orders of the Secretary concerned.
 - (10) Another possible source of leakage of information is the practice of going to the diarist table and examining files without his knowledge and even of removing them. Superintendents Grade I should see that the pernicious curiosity of notes is firmly stamped out if the good name of the office is to be retained.
 - (11) Instructions issued in this behalf in chapter 10 of the Secretariat Instructions are worthy of note and compliance, and as such these may be consulted.
- 1.11 Visitors or officials of other offices are prohibited to get information directly from the officials of this office. They should seek interviews with Branch Officer who may give information about official matters which may legitimately be claimed.

CHAPER-2

DUTIES OF OFFICERS AND SUPERINTENDENTS GRADE 1

Financial
Commissioners

2.1 The Administration of subjects shown in the list at Appendix B devolves on the Financial Commissioners. When dealing with cases in their capacity as Secretaries to Government, they are required to obtain orders of the Minister concerned in all matters of importance, broadly given in the standing orders issued under the Rules of Business and also to secure the concurrence of Finance Department where this is necessary.

The Financial Commissioner Revenue is authorised to perform the functions of Financial Commissioner (In-charge of Establishment) in establishment matters and other matters of the Financial Commissioners' Secretariat. Such cases are, however, sent to him through Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary, as directed by him.

Duties of Joint
Secretaries/
Deputy
Secretaries in
dealing with
Correspondenc
e

2.2 In the present administrative set up, Joint Secretaries and Deputy Secretaries play a vital role in running the administration at the middle management level. Keeping in view the distribution of subjects allotted to Joint Secretaries and Deputy Secretaries, in some cases the papers are submitted direct to the Joint Secretaries by the Under Secretaries while in others the papers route through the Deputy Secretaries to the Joint Secretaries. This is being done from the view point of administrative convenience. The following instructions are given as a general guide, and will it is believed, assist the Joint/Deputy Secretaries especially when first commencing their duties, in understanding what is required of them:-

- (a) When a file is placed before the Joint Secretary/Deputy Secretary, it should be fully referenced and contain a note by the office indicating paper under consideration with the previous papers and indicating circumstances in which it has arisen. The note would if need be contain the views of the Under Secretary for consideration of the Joint/Deputy Secretary who is finally responsible to the Financial Commissioners. The Joint/Deputy Secretary would, in case of agreement with the note received from the office, initial the same and in case of difference or disagreement, express his own views for final orders of the Financial Commissioner.
- (b) In more important cases, the Joint/Deputy Secretary may not always see his way to writing a definite recommendation as to the orders which should be given. But it is always his duty to write out in convenient order the issues raised; to point out in each issue its relation to standing order or previous correspondence, and to indicate so far he can, the course which should be followed.
- (c) In thus stating the case for decision, issue by issue, the Secretary should bear in mind that his note will furnish the foundation and skeleton of the draft which will ultimately issue. Writing only on the right half of the sheet he should confine himself where possible (as already laid down for less important cases) to such language and opinion as, if accepted by the Financial Commissioner, the Senior Assistant can incorporate into the draft in the same order and in the same word as those of the note.
- (d) It is Joint/Deputy Secretary's special province to weigh each issue raised in correspondence against Government's accepted policy, against the provisions of law, against the standing rules or circulars and against orders or proposals contained in the previous papers. That is to say, while refraining as far as possible from mere repetition of what can be read in the letter, he should set out in well arranged style the considerations on which the Financial Commissioner's decision should turn, -equally the pros and cons. If he can give the clear opinion on each issue, so much the better. But even when he does not see his way to this, it is his duty,

nonetheless to think out and state concisely the main arguments on which the decision will turn.

- (e) The joint/Deputy Secretary should remember that a note is intended to serve two purposes; in the first place it should enable the Financial Commissioner, after perusal of the note, and any previous papers, rules or provisions of the law referred to in the note to form his judgment on the points for decision without having to make any further search whatever; and in the second place it should when the Joint/Deputy Secretary feels competent to offer suggestions, suggest both the matter and form of the decision or proposal in respect of all or any of the points under consideration. The first of these purposes should be served in all cases in which it is necessary to write any note at all, and , if any oversight occurs in making the note complete, the Joint/Deputy Secretary must consider himself responsible fro the omission. He must be prepared to find his work accepted as bringing to notice all matters which it is necessary to bear in mind and which are not expressly stated or referred to in the receipt for disposal. Whether the Joint/Deputy Secretary should attempt to fulfill the second purpose or not, is a matter which is left to his judgment in ordinary cases and on which he should obtain instructions in important cases. He will often find it feasible to suggest a course on some points which are simple and clear and to leave others of greater difficulty for the consideration of the Financial Commissioner.
- (f) Annual reports should be sent up , district by district as soon as received with formal notes indicating the deficiencies found out therein. The Financial Commissioner will return each report with his own remarks and orders added if any. These orders should be conveyed to the district authorities for compliance.
- (g) If the above instructions are carefully worked up to, the notes will usually be in such form as to make the task of drafting easy. The notes will in fact have been written mainly with this object in view that they shall be easily converted into a draft for issue and the draft will reproduce so much of the notes as have been approved plus the Financial Commissioner's orders.
- (h) All periodical reports, reviews and important circulars and letters of any length which are to issue in print, or required to be circulated amongst the officers shall be released after having been approved by the Financial Commissioner.

2.3. All cases of establishment f the Financial Commissioner's organization viz. appointments, promotions, transfers, disciplinary action etc. of the officials, would be dealt with by the Joint/Deputy Secretary/Under Secretary, as directed by the Financial Commissioner.

(1) Duties of Deputy Secretary (Admn.) (1).-The Deputy Secretary (Admn.) is responsible under the general control and direction of the Financial Commissioner for the general management and discipline of the office.he has full control over the office establishment. He deals with all matters relating to subordinate officials such as their appointment, promotion, leave, disciplinary action etc. and sees that the office orders are properly issued where necessary.

(2) The Deputy Secretary (Admn.) must see that the personal record (personal files) and character rolls of the officials are made up-to-date and are well maintained. The character rolls should be kept in his custody.

(3) Close attention to office management with a view to detecting delays and maintaining the standard of work and discipline is an essential part of Deputy Secretary's (Admn.) work; and hi is expected, by periodical visits to the separate branches,

Powers of officers dealing with Financial Commissioner's office establishment.

etc, to keep in close touch with the clerks and to know what they are doing and what their difficulties are.

(ii) *Powers of Deputy Secretary (Admn.)/Under Secretary(G).*-The Deputy Secretary (Admn.) and Under Secretary (G) will exercise powers as delegated to them by the Financial Commissioner from time to time.

2.4 Each Superintendent Grade 1 is in general charge of a branch. It is his duty to supervise the work of the officials in his branch see that work is submitted as expeditiously as possible and that as much assistance as can be legitimately expected from the office is afforded to the Branch Officers and Financial Commissioners in the disposal of cases. More particularly he should see that all necessary papers likely to be required are put up with cases, that noting and drafting is complete, correct, neat, concise and relevant and that no delays are allowed to occur at any stage in the disposal of papers in office. To ensure that no delays occur, he should in addition to the check afforded by the list of pending cases periodically inspect the tables of his Senior assistants and clerks and see personally that cases are not being unnecessarily held up.

Generally he is expected to make himself conversant not only with the files which are under current action but also with the rules, regulations, orders, etc., pertaining to all the subjects for which his branch is responsible so that he is able at a moment's notice to advise on any routine matter which may arise in connection with his branch. It is of particular importance that he brings to the notice of the Branch Officers any instances of bad work or slackness on the part of the Senior assistants and clerks responsible for the work of his Branch or the infringement of any general or particular office order so that prompt action may be taken to deal with the offender and so ensure efficient working.

CHAPTER 3

Record Rooms, Record System and Record Staff

3.1 The records of the Financial Commissioners are maintained at two different places. The record of the main office is kept in the General Record Room whereas cases disposed of by the Financial Commissioners in their judicial capacity as the Chief Revenue Controlling authorities are consigned to the Vernacular Record Room.

3.2 The Superintendent Grade I of record is responsible for the efficient working and maintenance of general discipline and order in the main Record Section. He is also responsible for the proper care of the records.

The Superintendents Grade I Record should give particular attention to the following points to ensure efficiency and promptness in the disposal of work in the main Records Section:

- (a) The prompt restoration of recorded cases in the record bundles.
- (b) The avoidance of the restoration of papers inaccurately by Restorers,
- (c) The non-removal of files from record bundles for proper marking,
- (d) The maintenance of the prescribed registers and note-books.
- (e) Prompt disposal of requisition of paper.

He should assist in tracing papers when special difficulties arise. Requests for such assistance should be made through Superintendents Grade I of branches. The advice of the Superintendent Grade I Records can also be solicited when needed.

3.3 The old records of the office are kept in the Record Room shelves in bundles in the chronological order. The recent records recorded under the new file system, are arranged according to the sub-head, annual file number, in chronological order and kept in bundles of convenient size. Each bundle has a board in front and the contents are noted. File numbers are pasted on the bundles. The shelves containing these bundles are labeled outside showing the year of the records contained in them.

3.4 The files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature containing papers of little references or research value may be destroyed after one year without being formally recorded.

3.5 The record is classified according to its importance in the following manner:-

(I) Class A meaning "Keep and Print:- This classification will be adopted for-

- (a) Files for historical importance such as those listed in part A of Annexure I.
 - (b) Files which qualify for permanent preservation for administrative purposes and which have to be printed because they contain;
 - (i) the documents so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or
 - (ii) Material likely to be required for frequent references by different parties.
- (2) Class B meaning "Keep but do not print"- This class will cover files required for permanent preservation for administrative purposes; such as those listed in part B of Annexure I but not containing material of the kind mentioned in (i) or (ii) of said para 1(b) above. The normal period of retention shall be five years except in respect of files mentioned above.
- (3) Class C meaning "keep for specified period only"- This class will include files of secondary importance and having references value for a limited period not exceeding two years.

3.6 After action on a file has been completed, the dealing official will-

Record Rooms

Responsibilities
of
Superintendent
RecordsArrangement
of RecordStage of
recordingClassification
of recordsProcedure for
recording

- (a) state the fact of completion of action on the files;
- (b) suggest the appropriate classification of record; as indicated in para 3.5 above and in the case of class C files also specify the retention period; and the year of review;
- (c) Where necessary, revise the title of the file; so that it describes adequately the contents at that stage;
- (d) Underline the words under which the title should be indexed;
- (e) Indicate on the file cover whether any of the decisions contained in the file is or is not to be noted in the precedent book by scoring out the entry not applicable.
- (f) Indicate the changes if any to be incorporated in the standing guard file;
- (g) Remove from the main file routine papers such as routine receipts and words, e.g. reminders acknowledgement ,etc;
- (h) In respect of Class A files proposed to be printed, add the file in accordance with the instructions contained in Chapter VIII of the Secretariat Instructions.
- (i) Complete all references and note particular marking, previous and later references on the subject on the file cover;
- (j) Initial the entries on the file cover; and
- (k) submit the file to the Superintendent Grade I.

2. After satisfying himself with the note, the Superintendent Grade I will:

- (a) Approve or modify the action proposed in (b) to (g) of sub-para 1;
- (b) ensure that action in respect of (h) and (i) of sub-para 1 has been taken;
- (c) sign on the noting portion and initial the entries on the file cover;
- (d) if the file is proposed to be recorded under Class a, obtain the approval of the branch officer; and
- (e) pass on the file to the dealing official.

3. The Daftri will repair the damaged papers, if any, stitch the file and submit to the Superintendent.

4. After satisfying himself that the file has been properly recorded, the Superintendent Grade I will then sign the outer cover and return the file to the dealing official.

5. The concerned official will enter the file number in column 4 of the Record Register (Annexure II) and make it over to the Daftri for being kept in the bundle of recorded files.

6. The Supervisor is to ensure that the entire record in the Record Room is kept neatly, at proper place and in bundles. He is to open and close the record room at the appointed time and look to the entry and exit of the files in the record room.

3.7 Smoking and winter fires in the record room are strictly prohibited on pain of severe disciplinary action-even dismissal.

3.8 The Record Room must not be opened on holidays, without the permission of the Deputy Secretary (Admn.) Before locking the main door of the Record Room, the Supervisor must personally see that the bolts of all the doors are properly fastened; that no lighted candles or matches etc., are lying about, that all the shelves of the racks are properly closed, that no files are lying on the floor and that all within is in order.

3.9 The shelves in the record rooms shall be kept under lock and key of the Supervisor/restorers. All requisitions for papers should be made to them and should indicate the diary numbers for which the papers are needed. If there is no fresh receipt, the requisition should itself be diarized. The persons making the requisitions should sign and date it clearly. Proceedings already put up with a case should not be removed from it and be put up with another case, without a note of the branch number of the case with which they are put up being left on the case from which they have been removed, the marking in the bundle being changed accordingly.

All record-keepers and Senior Assistants must strictly comply with this rule so as to obviate the difficulty that inevitably occur in tracing papers if no note of their marking is made at the time of removal. Breaches of this rule will involve disciplinary action.

3.10. No Record Keeper of any Branch is permitted to remove a file belonging to another Branch, without first obtaining the consent of the Superintendent

Smoking prohibited

Record Room to remain closed on holidays

Requisitions for files from Record Room

Requisitions for the removal of files from one branch to another

concerned. The latter before permission will satisfy himself that the file in question is actually needed and if so, see that the file is not removed from its place in the record bundle without proper making slip.

As regards the removal of confidential files, the express permission of the Branch Superintendent Grade I must be taken and a formal receipt obtained before the file is handed over to the requisitioning authority.

Duties of Restorers

- 3.11. The duties of Restorers are-
- (i) to stitch all recorded papers and to repair all damaged file covers and pages;
 - (ii) to restore files in their proper bundles by main heads, sub-heads, etc., when they are recorded. All recorded files must be restored within two days of their receipt;
 - (iii) to take out files from the bundles required by record-keeper to be put up with fresh receipts. No body but the restorer shall remove files from the record bundles. Requisitions which comply with the instructions in the preceding paragraphs, must be attended to promptly and no restorer should leave office, except with the special permission of the Superintendent Grade I Records, until all the requisitions have been complied with by him;
 - (iv) to maintain registers showing the marking of files removed from the record bundles and to see that the markings are kept up-to-date;
 - (v) to periodically take out files from the cupboards with the assistance of the Farash and have them dusted and sprayed with record preserver under the general supervision of the Superintendent Grade I Records;
 - (vi) to periodically verify files in the bundles and to bring all missing files without marking promptly to the notice of Superintendent Records, through the record keeper concerned;
 - (vii) to submit weekly reports every Wednesday morning on the progress made with their work, particularly with reference to items(v) and (vi) above. All requisitions which have not been complied with by the restorers on the preceding Tuesday should be entered. These reports will be submitted through the record keeper of the branch concerned; and
 - (viii) to bring to the notice of the Superintendent Grade I Records, the number of files which remained unmarked with the Diarist for more than two days.
- (2) The keys of the record cup-boards shall be kept by the restorers and should be made over by them to the Superintendent Grade I Records when they leave office daily.
 - (3) Restorers are under the control of record keepers of branches who should keep an eye on their work and bring all slackness or complaints promptly to the notice of Deputy Secretary (Admn.) through Superintendent Grade I Records. They should satisfy themselves periodically that the foregoing instructions are being faithfully carried out.

Duties of Farashes

- 3.12 The duties of Frash are:-
- (i) to dust the record bundles and the cupboards in which they are kept in a methodical and regular manner. He is also responsible for the dusting of all the diaries, dispatch registers and bound volumes of proceedings of the group of branches to which he is appointed to work;
 - (ii) to periodically spray the record cupboards with a solution known as 'Record Preserver', with a view to prevent insect pests from attacking the records;
 - (iii) to bring to the immediate notice of the Superintendent Grade I, Record Branch, cases in which white ants are making their appearance in any part of the building in which the records are kept so that immediate steps be taken for their complete eradication; and
 - (iv) to attend office punctually. Before leaving he is required to held both the Restorer and Record Lifter in the careful restoration of the bundles that have had to be opened during

the course of the day as no record bundle should be left lying on the ground at the close of the day on any account.

3.13 The duties of a Record Lifter are:-

- (i) to see the dusting of the records, diaries, dispatch registers and volumes of bound proceedings of the group of branches of which he is appointed to work;
- (ii) To maintain the diaries, dispatch registers and volumes of bound proceedings in good condition and to get them repaired whenever they are found to be in a torn or damaged condition;
- (iii) to help in the stitching of files when the Restorers is in arrears with his work and required assistance;
- (iv) to help the Restorer in the restoration of files to their proper places in the record shelves;
- (v) to take out diaries, dispatch registers and volumes of bound proceedings from their racks, whenever required to do so by the Record Keeper.

3.14 After a case is recorded on files its subject matter should be indexed under at least two main alphabetical heads or catch words in full or cross-indexed by a brief entry such as; 'See under.....' on slips in the form below and sent with the file to the Assistant concerned to check. All important matters and points that may have been discussed in the notes on which the notes were written should also be indexed:-

INDEX TO PROCEEDINGS FOR THE YEAR 19

Subject	Sub-Head	Part	Proceedings Number	File Number

The index slips should be prepared in duplicate, arranged in alphabetical order, paged and sent to the press half yearly, the duplicate copy being retained in the branch for reference. As no annual index is prepared, the two half-yearly ones serve the same purpose. Recorders must be careful not to use the words 'demi-official', 'un-official', or 'confidential' in the abstracts of 'A' cases or in the index.

When preparing the indices for submission to the press, care should be taken to comply with the direction contained in paragraph 3.8 of the Punjab Printing and Stationery Manual, 1975 (2nd Edition). It must be remembered that these indices are set up in the Press for printing by mechanical composition and unless they are carefully and legibly prepared, there is every chance of mistakes being made. The carrying out of subsequent additions and alteration in the proof involves considerable extra expenditure to Government, as the whole line containing even a single change of letter of character is to be recast and replaced on the machine. It is, therefore, imperative that the provisions of paragraph 3.8 of the Punjab Printing and Stationery Manual, 1975 (2nd Edition), should be strictly complied with.

Index or table of contents of important points discussed in 'A' file:-

When recording papers in 'A' file in which a number of important points have come under consideration, the recorder should prepare and attach at the beginning of the file an index or table of content of these points.

Cases how dealt with after recording:- All recorded cases should, after all action has been taken, be sent through the diarist and the binding daftry to the record department. The recorded should make and get approved by the Assistant or Superintendent concerned, entries in branch note books of such cases as may be marked for entry therein.

Recorder's Await cases:- When the original enclosures of a letter to be recorded in 'A' proceedings have been sent out of the office, the cases should be kept by the recorded as 'Recorders' Await until the original enclosure are available Delay in the return of the original papers should be brought to the notice of the Superintendent concerned.

3.15 Printing of files- After a case has been finally disposed of the Superintendent concerned should decided whether the decisions in the file are of such importance that it should be got printed. If so, an indication to this effect should be given on the file while sending it to the dealing Assistant.

3.16 Printing of Secret and Confidential Papers:- No confidential papers should be printed nor should they be brought on the ordinary proceedings of Government, or bound in monthly proceedings volumes without the orders of an officer.

Arrangements of Papers:- Cases to be printed care treated exactly, like collection filers, i.e., each paper has separate proceedings number, and the collection bears the annual file number, and the collection bears the annual file number. The papers should be most carefully arranged and the pages numbered and all papers connected with each file should be brought together the usual counter-marking being made when it is only necessary to keep a certain portion of the papers confidential apart from the rest of the correspondence in the case. Unimportant confidential cases are filed in the same manner but without proceedings numbers.

When a confidential recorded case is ready for printing, it should be sent in a closed cover to the Controller, Printing and Stationery and his receipt taken.

3.17 Treatment of printed copies- Copies of confidential papers should be carefully counted by the Superintendent of the Branch when he signs for them. They should be entered in the Register, and those not wanted immediately placed in closed covers and deposited in the confidential almirah or box.

3.18 Numbering and distribution of copies of confidential and secret papers:- Every copy of printed confidential and secret papers should be serially numbered, and a list should be kept in the sealed packet of all copies retained showing exactly how the numbered copies have been distributed and how many copies are in the packet.

3.19 Preservation and destruction of Record:- The procedure for the Preservation and destruction of Record ephemeral nature will be as follows:-

Nature of contents		Retention Period	Remarks
'A' Proceedings	Correspondence of major importance	To be preserved permanent	To be printed in extensor, indexed and bound in monthly proceedings volume.
'B' Proceedings or Files	Correspondence of minor importance	The normal period of retention shall be five years except	Neither printed nor abstracted but indexed.

		in respect of files wherever it is really necessary to retain it for a longer time.	
'C' Proceedings or Files	Correspondence of an ephemeral or routine nature	The normal period of retention shall be two years except in respect of files wherever it is really necessary to retain it for a longer time.	Neither printed nor abstracted but indexed
Confidential proceedings or files	Secret and confidential nature		These are entered in a special register. In important cases, these are printed but are excluded from the monthly volume of proceedings. All secret and confidential files should be kept under lock and key by the officer concerned for atleast three years. Whenever a confidential file is closed it should invariably be indicated on the file into which of three categories viz., A,B,or C it falls.

3. As regards the procedure for the destruction of papers of ephemeral nature, it may be added that Branch Officer should scrutinize all closed files belonging to Category 'C' which have been lying in the branches under them for a year or more and destroy all ephemeral files which have been closed after making a note in the Record Register, because it is not at all necessary to make them into recorded files. Papers of short lived utility of fleeting interest e.g. correspondence pertaining to supply of copies, circulars etc. received from various branches which do not delineate any policy, may also be destroyed after noting the fact in the Diary itself.

4. Diary Registers and the Dispatch Registers of 10 years' age and standing should also be destroyed.

5. The covers of the destroyed files (lying in the Record Section) should be destroyed after retaining a proper list, duly attested by competent authority, of the covers in the prescribed proforma.

6 (i) Those files which would have been recorded in 'C' proceedings, but have for one reason or the other, not been recorded may be destroyed by the branches at their own level provided at least 2 years have elapsed after those were finally disposed of except in respect of files whether it is really necessary to retain them for a longer period.

(ii) Those files which would have been recorded in 'B' proceedings, may be destroyed provided at least 5 years have elapsed after those were finally disposed of except in respect of files wherever it is really necessary to retain them for a longer period.

(iii) In both the cases (destroyed and unrecorded), it would be appropriate to have them indexed after preparing their index slips so as to get them printed alongwith other indices of the Branch. This requirement would be in addition to the preparation of lists showing the papers destroyed.

ANNEXURE-I

A-Records of Historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians:-

- (1) Papers relating to the origin of a department or agency of Government, its organization and its functions and (if defunct) how and why it was dissolved.
- (2) Data about what the department agency accomplished. (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available.
- (3) Papers containing evidence of rights or obligations of or against the Government, e.g. title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions etc.
- (4) Papers relating to major policy decisions, including those relating to the preparation of legislation.
- (5) Papers relating to a change of policy. This is not always easy to recognize, but watch should be kept for (a) summary for a minister, (b) the appointment of a departmental or inter-department committee or working group, and (c) note for the cabinet or a cabinet committee. Generally there should be a conscious effort to preserve all such papers including those reflecting points of view. In the case of inter-departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned-usually the one providing secretariat.
- (6) Papers relating to the implementation of a change of policy, including a complete set of instruction to executive agencies etc. and relevant forms.
- (7) Papers relating to a well known public or international event or cause celebre, or to other events which gave rise to interest or controversy on the national plane.
- (8) Papers containing direct reference to trends or developments in political, social economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
- (9) Papers cited in or notes as consulted in connection with, official publications.
- (10) Papers relating to the more important aspects of scientific or technical research and development.

- (11) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
- (12) Papers relating to obsolete activities or investigations, or to operated schemes in important fields.
- (13) Any other specific categories of records which, according to the departmental instructions issued in consultation with the Director State Archives, have to be treated as genuine source of information on any aspect of history political, social, economic, etc. or are considered to be of biographical or antiquarian interest.

B-Records of value for administrative purposes.

Papers of the following categories will normally be among those required to be kept indefinitely for administrative use:-

- (1) Papers regarding constitution, functions and working of important Committees, working groups, etc.
- (2) Papers providing lasting precedents for important procedures, e.g. administrative memoranda, historical reports and summaries, legal opinions on important matters.
- (3) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (4) Papers relating to salient features of organization and staffing of Government departments and offices.
- (5) Papers relating to important litigation or 'causes celebres' in which the administration was involved.

ANNEXURE-II

Register for watching the progress of recording

Section

Month and Year

File marked for record during the month		Files recorded during the month	
Serial No.	File No.	Serial No.	File No.
1	2	3	4
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

ANNEXURE-III

Record Review Register

Department

Year of review

File No.	File No.	File No.	File No.
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Note: This register will be maintained for class 'C' files only.

CHAPTER 4

ROUTINE PROCEDURE-MISCELLANEOUS INSTRUCTIONS

4.1 Chapter 6 of the Secretariat instructions should be carefully read by all Superintendents Grade-I, Senior Assistants and Clerks as the matters there dealt with are of much importance instructions are reproduced here for general guidance.

4.2 The filing system is divided into two heads:

- (1) Standard heads
- (2) Personal filed-Standard heads for

(1) Standard Heads-Standard heads are just the items of work that have been allotted to each branch. It is heading or the name of the subject matter to be given in respect of group of files e.g. appointment, promotion, postings and transfers, etc. Standard heads may be chosen according to the needs keeping in view of course the following hints.

- (a) The standard heads, to the maximum extent possible have a clear cut and well demarcated coverage of activities. In other words there should be no over-lapping of the scope of one standard head over that of another. The proof of pudding is that when a new files is to be opened one should have no doubt in one's mind as to which standard head should be chosen for the purpose.
- (b) As far as possible the number of files likely to be opened under different standard heads should be uniform. That is, the scope of the standard head should not be so wide as to result in opening of more than, say, 50 files in a year or too narrow one as to permit only some 5-10 files. For example 'Establishment' (covering all aspects of personnel managements) may be too wide a standard head, while 'Appointments-Class I Officers' may not be considered a viable one in a year could be considered normal.

Note:- 'Establishment' could be a good standard head for a branch dealing with all kinds of references from a Department through it may be too wide for an Establishment Branch as stated above.

(c) Standard sub-heads are only the break up of the work involved in a standard head into its smaller elements. For example the standard Head 'creation and Classification of posts' may consist of continuation/abolition/revival of posts;

-conversion of temporary posts into permanent ones;

-Creation of posts;

Upgrading of posts.

The idea behind the above attempt to identify the possible sub-heads, is to enable a new comer Superintendent or an Assistant to have a precise idea of the content of boundaries of the standard heads of the branch. It could thus serve is a kind of re-orientation material to him. Sub-heads are also useful in framing the subject of files. Incidentally in case is decided at a later date to switch over to the Functional Filing System (under which files are opened under sub-heads) specifying sub-heads under each head becomes a must. Hence is useful from that point of view too.

- (d) A list standard heads, may be pasted on the first page of the file register for the year. Files are opened only under standard heads and not with reference to sub-heads. Therefore it will be better that, in that list, standard heads are typed in all capital letters and the sub-heads below them in lower characters preferably in brackets.
- (e) File register should be page numbered and based on the estimation of numbers of files likely to be opened during the year. Specific number of pages for each standard head may be allotted in the file register and indication thereof may be given against each head.
- (f) The serial numbers once given to the standard heads may not be altered in the following years. If they are changed atleast frequently, it creates difficulties in the arrangements of files after recording in the Record Room and in remembering the relevant standard head number etc. If it is found that the functions represented by a particular standard head has ceased to exist, it would be better if the standard head number is left blank in the list of standard heads for the subsequent year. New standard heads in continuation of existing list may be added where necessary.
- (g) A separate file register may be maintained for each year because in giving file number next year it will against start with new number e.g. File No.1(1)80-RD, file number 1(1)-81RD and so on.
- (h) Not more than one file register may be opened each year. As far as possible the same standard head may not be allotted to more than one Assistant to deal with.
- (i) It is good if possible to employ one good hand to make entries in file register since it is also a reference document for tracing files. If this is not feasible, it should be ensure that the writings in it are legible:-

(2) Personal files-Standard Head for

The work of branches dealing with establishment matter may involve personal files for individuals officers being opened. These are of standing nature being maintained through out the service of the officer concern, if not for a few years even after retirement. For a opening personal files the branches concerned may have 'Personal Files' as one standard head. If the same branch is dealing with gazetted and non-gazetted officers for the sake of convenience and clarity, it may have too standard heads like:-

Personal Files (gazetted)

Personal Files (non-gazetted)

Depending on the nature of work/situation, some such broad(but not too narrow) division can be attempted.

2. Because personal files are of standing nature(i.e. not closed), it for consideration whether irrespective of the year of opening, all personal files open under a

particular standard head should be in one series though the year of opening may be reflected. For example, if the last file opened in 1980 is, say, F.No.4(50)80-Est.I, first file under the head in 1981 could be F.No.4(51)81/Est.1. This helps in arrangement of Personal Files on the rack and in remembering file number of individuals sometimes.

Indexing

4.3 Index slips may be prepared at the time of opening a file.

2. For making an index slip after writing the subject on the file one, two or three words or groups of words (according to the need) may be picked up. This picking up of 'catch words' should also obviously be done by one who knows the subject viz. Assistant/Superintendent. The catch words may be put on top one below other (in capitals while typing) at the full subject of the file below it, followed by the file number. According to the catch words copies of the slips may be type out and in each slip one catch word may be kept while striking of the remaining catch words. The slips may be arranged in an alphabetical order as in a dictionary. A specimen of the slip is attached as Annexure 'B'.

3. When the file is closed it may be checked up if the slip prepared in the beginning reflects the case as finally disposed of. If not, a new slip may be prepared to replace the existing one.

4. At the end of the year the dictionary of indices may be neatly bound and kept in the branch for future reference.

4.4 Docketing involves the following steps:-

The pages on the correspondence side should be numbered consecutively.

Blank papers need not be numbered;

On the first receipt in the middle or on right hand side serial No.1 in red ink should be written and underlined so that it stands out and sticks the eye readily.

On the first page of the noting side the file number on the right top (preferably in red ink) may be written and it should be followed by; 'Government of Punjab'

.....Department

.....Branch

and then subject of the file.

-Below that serial number 1-"receipt" may be written in red ink and underlined.

In case of more than one receipt at the same time, it is preferable to write them separately.

One below the other as

Serial No.1 -Receipt

Serial No.2 -Receipt

Serial No.3 -Receipt

There is no harm in writing together as serial No.1 to 3 Receipts. In other words-

(i) Number and date of the communication and from whom received etc. need not be written.

Docketing and allied matters

(ii) The subject of each receipt need not be written or repeated every time.

-Thereafter the note may be written, orders obtained and when a reply is issued, the office copy of the correspondence may be page numbered and the words serial No.2 or 3 as the case may be, written in red ink. On the noting side the following words may be recorded "Serial No.2 or 3 as the case may-issue."

-It means both the receipts and issues (i.e.reply in correspondence are numbered consecutively i.e.in one series.

-After the receipts and issues (on the correspondence have been docketed on the noting side reference may be given in pencil in the margin of notes.

-A specimen copy each of the first page of the noting side and of the correspondence side is enclosed as Annexure A and C respectively.

4.5 The part-file opened by necessity (because the main file is away and the urgency is such that the branch cannot wait till its return to deal with a subsequent receipt/question) is intended to be merged with the main file at the earliest(repeat earliest) opportunity.

2. When it is merged:-

(i) The noting portion may be added with the noting with the main file and correspondence to the correspondence side.

(ii) Both correspondence and noting may be paged and numbered in continuation of the last number.

(iii) Continued serial numbers to the papers added to correspondence may be given and corresponding entries in the notes made.

(iv) To facilitate neat merging the number part of docketing of a particular file may better be done in pencil so that, when it is added to main file it could be erased and written in red ink the next consecutive number.

4.6 The files which have been opened prior to 1st January, 1978 and are still current may be grouped as under:-

(1) Those which are sufficiently bulky (say having more than 50 pages)

(2) Those which have less than 50 pages or about 25 receipts and issues.

File number in both the cases under one of the standard heads how drawn up may be given.

-Bulky files (category 1) alongwith the noting so far may be got stitched and marked volume I, Volume II may be opened as per the instructions to deal with the receipts or noting.

-Files which are till thin enough (category 2) may be docketed according to the instructions from the beginning and the receipts hereafter to be received may be added and docketed in continuation of last serial number. As far as possible file number now given against each diary number in the diary register may be indicated.

Part file and
merging with
main files

Current file-
treatment of

Labelling of precedents and rules.

4.7 When precedents, Rules or analogous cases are put up, each group of papers should be kept in a bundle by itself, and labelled precedents, rules etc.

Record Assistant

Registration of papers in the Diary

4.8 On receipt of fresh receipts, the Record Assistants should diaries them in their respective diaries maintained for the purpose.

The number of the file in which receipt has to be placed ultimately should be recorded Demi-official and urgent/immediate communication should be entered in the Diary in red ink.

Period allowed for referencing

4.9 (1) Ordinarily fresh receipts should be put up within 24 hours after its receipt. No receipt may be kept with any Record Assistant for over 4 days. If the papers cannot be completed within this period the Record Assistant should bring this matter personally to the notice of the Superintendent of the Branch and obtain his instructions. If the Superintendent is unable to determine that the case cannot be submitted with complete references within a week from the date of receipt of the letter, he should refer the case to the Branch Officer with an explanation of the reasons of delay.

(2) The responsibility for seeing that no delay occurs in the submission of all fresh receipts and files sent to the record branch rests on Superintendents and Assistants. They should maintain a personal diary so as to keep a track of all important references received in their branches and keep their branch and higher officers informed of the progress made on immediate and important reference in their respective branches from time to time. In order that no important reference is missed, the Superintendent and heads of branches should arrange that if any such reference is received in their branches during the absence on leave or otherwise, the same should be brought to their notice immediately on their return.

(3) When the required previous papers are in the Issue Branch, the Superintendent or Assistant should decide whether the letter under issue should be withdrawn with a view to the suspension of the orders already passed. If he is in any doubt the orders of the officer should be withdrawn with a view to the suspension of the orders already passed. If h is in any doubt the orders of the officer should be taken.

Referencing fresh receipts and putting up papers.

4.10. The Record Assistant should put the serial numbers on the letters, reference and page them and their enclosure properly and see that all reference files and precedents are dull flagged. The reference should be done in pencil and the number of file which is referred to, should also be recorded in the margin in brackets. Before making a report that no previous paper exists, all other likely branches should be consulted. If small fold papers are referred to in a case, the Record Assistant should be make a flat fold file before putting up the papers.

Observance of four day rule.

4.11. the four day rule should be strictly observed by the record Assistant. When a record Assistant is unable to trace the papers or to attend to some cases or receipts owing the rush of urgent or immediate work or for some other special reasons, he should submit them to the assistant concerned within four days.

4.12. Each Record Assistant should have a Movement Register in the following form:-

File Register

File No.

To whom sent and date

As soon as the Record Assistant passes on the file, he should note in the register the person to whom it is sent and the date against the file No. Cases which are sent outside the office should be routed through the Issue and Circulating branch the record Assistant concerned so that he may keep a note of all such cases in his Movement Register.

As soon as the Record Assistant passes on the file, he should note in the register the person to whom it is sent and the date against the file No. Cases which are sent outside the office should be routed through the issue and Circulating Brnach by the Record assistant concerned so that he may keep a note of all such cases in his Movement Register.

Opening of
new files and
separation of
subjects.

4.13. Each file, as far as possible, be confined to one subject only. In the course of disposal of a receipt it is the duty of the Record Assistant to satisfy himself that a file already exists on which the letter can be placed. For his purpose, he should consult lists of files on the subject and in case of doubt consult his Superintendent. He should not open a new file without the approval of his Superintendent. The Record Assistant should never forget the simple principle that each file should be self-contained and should be on one single subject. If a fresh receipt contains more than one subject, extracts of relevant portions should be taken and dealt with on the relevant files with the words, "original in such and such file". If a letter is issued from this office or in series of noting more than one subject is dealt with, necessary extract should be taken with the help of Assistant concerned and place on the relevant file.

The fact that a letter refers to correspondence already on the existing file, is not sufficient reason for the fresh receipt to be placed on that file. The only consideration is that of subjects and where these are different, fresh files should be opened.

It often happens that a file begun as a general case develops into several particular cases. In such cases it is the duty of the Record Assistant to see that t the file is broken up as soon as the particular case begun to develop and new files opened.

4.14. When a file is not available it is not sufficient to say so, but it is necessary that the reasons why it is not available should also be given e.g. put up with branch No. or file No. and was sent to so and so on (date) or sent unofficially to Vide. U.O. No.dt. If the file is in the Copying Branch, it should not be treated as not available. The Record Assistant should go to the Copying Branch and attach an urgent slip to the case and bring the fact to the notice of the Assistant/Superintendent for early disposal. If the Copying Branch is unable to dispose of the case early the Record Assistant should remove the required file and place slip in the case to the effect that such and such file has been removed for the disposal of Branch number.

Report that a file
is not available.

4.15. The books, copies of which are already with officers should not be put up with cases. Assistants may consult them in the library or have them put up by the Librarian if they required them for their own information and use.

4.16. On receipt of an after issue case from the Assistant, the Record Assistant should go through the file and see that a red ink entry has been made at the end of the notes

After issue cases.

of the white sheet and that clear instructions have been given by the Assistant in regard to further action i.e. keeping the case pending or restoring it. He should then place office copies of the letters, received from the dispatcher, on the files, and reference the notes and correspondence properly. If any further action is required in a case, then Record Assistant should resubmit it to the Assistant concerned.

4.17. All pending cases should be kept in the almirah by the Record Assistant under lock and key. Each Record Assistant is supplied with a diary in which pending cases and those which are to be put up on certain dates, are entered. He should consult this diary in the morning daily and put up the cases concerned promptly. The Record Assistants are also required to prepare the weekly list of pending cases and put up disposed of cases to the Assistant concerned for preparation of weekly list of cases disposed of or pending.

4.18. Reminder cases are those in which action is awaited from outside office and in which if such action is not taken by a certain date, a reminder will issue. The duty of putting up reminder cases devolves in all cases on the Record Assistant. The Superintendents may authorize the issue of 4 reminders in any one matter without reference to the Branch Officer concerned. Thereafter if replies are not received the matter should be referred to the Branch officer, for such orders as he considers necessary. Superintendents and Assistants, when Superintendents omit to do so, mark on drafts or office copies in cases which are kept pending after issue, the date on which a reminder has to issue. One month is the usual period allowed in ordinary cases after which reminders should issue as a general rule but each case must be considered as due regard to its circumstances and if an Assistant has any doubt he should take orders from his Superintendent. Reminders in important cases and cases concerning budgets and monthly expenditure statements should be issued by name to the commissioners and Deputy commissioners and other Heads of Departments if replies are not received on due dates.

To assist in putting up reminder cases the Record Assistant is required to maintain a Diary in which he enters under the relevant date the pending cases, etc. to be submitted to Assistants and others. He must examine this daily to see what cases are to be put up each day.

In cases of undue delay in answering a reference or letter a routine reminder shall not be issued but the special attention of the Secretary concerned should be drawn to the case with a view to a demi-official reminder being sent to the officer concerned.

With a view to ensure that reminder cases are not being lost sight of but are receiving adequate attention, list of such cases pending over three months should be prepared by the Branch Diarist once a month, and submitted with any comments which Superintendents may have to make to the Branch or higher officers as the case may, for scrutiny and orders.

4.19 In the case of files connected with leases contracts which expires after a certain period, the Record Assistant should put up the file for orders at least two months, before the expiry of the period. All files to be submitted on a certain date would be entered up by the Record Assistant in his diary and he would be responsible to see that the file is submitted on due date for orders.

Pending files
and diaries.

Reminders

Files which are
to be put up on
a certain date to
be promptly
submitted.

Bulky
enclosures
retained.

4.20 All bulky enclosures of letters retained by the Record Assistant should be carefully labelled with the number and date of the letter to which they relate.

4.21 On the top covering board of each file shall be entered the following particulars of all “connected” and “relevant” files:-

File No.	Subject of the file
----------	---------------------

“Connected” files are those which are referred to in the paper under consideration or are required as precedents.

“Relevant” files are particular files on which all connected papers are placed together.

4.22 After the cases are finally disposed of and if no further action is required the Record Assistant should initial at the end of the files and send them to Record Room for restoration. Before the files are so sent they should be entered in the movement registers.

4.23 The original draft of letter, etc. should be removed from the cases, and after recording thereon the numbers and dates of the fair letters and file numbers, they should be kept on the file of original drafts. The original drafts should be kept by the Record Assistant for one year and then destroyed.

4.24 The Record Assistant should compare every draft finally faired out with the Assistant concerned.

4.25 (I) *Object of the Note:-* The object of the note is to indicate to the officer dealing with the case the portions of its past history which he must note in order to dispose it of to point the various issues involved in the paper under consideration arguments for and against each issue and to suggest the action necessary. Any open point, however, insignificant should be mentioned and if it is considered unnecessary to discuss, this should be merely noted as it is better to mention it than to pass it over in silence.

(2) *Notes to be brief-* Office notes should be as short as possible and should be legibly written in ink or typed on note sheets. It shall always be assumed that the papers under consideration will be read by the officers to whom it is submitted. Consequently the writing of an abstract of the paper or papers under consideration is absolutely prohibited. The only exception to this prohibition is whether it is necessary to abstract the gist of a number of letters. For example, in the case of replies to a circular or of opinions on draft bills, etc. a précis of the contents of a single paper should be made only when it is of great length and complexity, and no such précis nor precise of the contents or history of a file shall be prepared without perusal of the papers under consideration will be sufficient and in that case portions of the correspondence which should be read should merely be indicated.

Notes should also be continuous, subject to the only limit imposed on a file.

(3) *Language of the note:-* All the notes should be temperately written and should be free from personal remarks. If apparent errors in the note of higher officers including Minister have to be pointed out, special care must be taken to ensure that the observations so made are couched in respectful language.

(4) *Number of paragraph:-* A note is most conveniently written in paragraphs which must invariably be numbered. Each paragraph containing a suggestion should deal with a definite point and should be so written that orders can be passed one way or the other on the point raised therein. The ideal note is one which will go straight into a draft.

(5) *Referencing of notes:-* Each statement in note should be supported by a reference made either to the file number, branch and order or to the number of proceedings in which it is found. These references should be in the body of the note.

(6) *Notes to be checked and paged etc.:-* After writing his note, the writer should see that the note sheets are attached to each other by a tag, that there are couple of superior noting sheets, that they are paged and that they are so folded that the designation of the officer to whom the case is marked comes uppermost. The writer of a note should also ensure that sufficient space is left on its page on which his note finishes for the signatures or orders of the officer/Minister concerned.

Signature and
dating of notes.

4.26 Assistants should sign their names in full on left hand side while Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries should sign on the right. Ministers may merely sign their initial on the right. In dating notes not only the month and date but the year should also be shown.

Forms of written
communications.

4.27 The forms of written communications have been revised on the basis of those being adopted in the Secretariat of the Government of India. These forms are described below and their specimens are given in Annexure 'D':-

1. *Letter:-* (a) This form should be used for corresponding with the Union Government, heads of attached and subordinate offices, statutory bodies like the Union Public Service Commission, Public bodies and members of the public generally. A letter should begin with the salutation "Sir(s)" or Dear Sir(s)" as may be appropriate.
- (b) Official letters emanating from a department and purporting to convey the views or orders of the State Government must specifically be expressed to have been written under the directions of Government.
2. *Demi-Official letter-*(a) this form should be used in correspondence between Government officers for an interchange or communication of opinion or information without the formality of the prescribed procedure. It may also be used when it is desired that a matter should receive personal attention of the individual addressed. Communications to non officials also can take the form of a demi-official letter.
- (b) It should be written in the first person in a personal and friendly tone.
3. *Office Memorandum-* This form should be used for corresponding with other departments or in calling for information from or conveying information (no amounting to an order of Government) to its employees. It may also be used in corresponding with attached and subordinate offices. It should be written in the third person and should bear no salutation or subscription except the name and designation of the officer signing it.

4. Inter-departmental note-(a) This form should be employed for obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions etc, It may also be used by a department when consulting its attached and subordinate offices and vice versa.
- (b) The Inter-departmental note may either be recorded on a file referred to another department or may take the form of an independent self-contained note.
5. Office Order- This form should be used for issuing instructions meant for internal administration, e.g. grant of regular leave, distribution of work among officers and sections.
6. Order- This form should be used for issuing certain types of financial sanctions and for communicating Government orders in disciplinary cases etc. to the official concerned.
7. Notification- This form should be used for notifying the promulgation of statutory rules and orders, appointments and promotions of gazetted officers etc. through publication in the Gazette.
8. Resolution-This form may be used for making public announcement of decisions of Government in important matters of policy e.g. the policy of Transport nationalization, appointment of committees for commission of enquiry etc. Resolutions should be usually published in the Gazette.
9. Press communiqué/note- This form should be used when it is proposed to give wide publicity to a decision of Government. A press communiqué is more formal in character than a press note and is expected to be reproduced intact by the press. A pres note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.
10. **Endorsement.**- This form, should be used when a paper has to be returned in original to the sender , or the paper in original or its copy sent to another department or office, fro information or action, It should also be used in communicating copies to other State Government or the Union Government. The appropriate form for such communications should be a letter.

All communications should have the following words at the top:-

GOVERNMENT OF PUNJAB

DEPARTMENT OF-----

All the inter-departmental notes/files should be marked to the department and necessarily to the Secretary. Whenever it is necessary to invite the personal attention of an officer, the words “shri-----, Secretary/Joint Secretary/Deputy Secretary” should be: added in brackets just below the name of the Department to which the note/file is addressed.

Examination of
fair copies

4.28. Fair copies and drafts for signatures are examined by the Assistant by whom the case is submitted with the help of the Record Assistant.

4.29. Replies in a case where many officers are addressed on a subject should be put up by the Assistant concerned as soon as they are received. The Assistant should examine carefully the replies received and should remove any doubt and errors by making memo . call enquiries from the Local Officers. This will avoid undue delay and will facilitate the disposal of cases in the final stage.

4.30. The following instructions should be meticulously observed to eliminate delays at all levels:

“ Every department of Government shall prepare a consolidated statement of ending cases in the prescribed Performa and submit the same by 10 of every month to the Administrative Secretaries concerned who will discuss the causes of delay with the branch, supervisory officers and issue such directions which he may deem fit in the early disposal of these cases”. Fresh receipts should be seen by the officers and instructions for the course of action to be taken on such receipts may, as far as possible be indicated on the fresh receipts themselves when those are perused by the officers. Important communications should be retained by the officers and more particularly by Superintendents and under-Secretaries to be dealt with at their own level. As far as possible, urgent D.O. communications should be attended to promptly by D.O. replies dictated by officers themselves. In such cases only the office files, if necessary, should be called for and obtained for dealing with such references.

4.31 The following procedure should be followed in the preparation of the lists of arrears cases and pending cases:-

(I) List of arrears cases

The list of arrears cases will contain cases which have been received in the office, but on which, for various reasons, orders have not been passed. This list should be submitted on each Wednesday (or on Tuesday when Wednesday is a holiday). The list should show will undisposed of cases over four days old in the branch, i.e., all current cases in the branch on the previous Saturday, whether with the Superintendent or any clerk or in transit between clerks should be shown in the list. If an Assistant or Record Assistant passes on a case to some other quarter he should enter that case in the list and make a note in the remarks column “submitted, returned to R.A. or passed on to- “It should be borne in mind that a case must be shown in the list until it has actually gone to the Secretary concerned. The same applies to cases returned for further papers.

The list of arrears cases should be prepared by all Assistants and clerks at one and the same time under the supervision of the Superintendents of branches. After all the Assistants and clerks in the branch have prepared their lists, these should be linked together and paged by the Superintendent of the branch and submitted to officer on the same day.

Prompt
examination of
replies in cases
where many
officers are
concerned.

Prevention
of delays.

Lists of
arrear and
pending
cases.

(2) List of pending cases

The list of pending cases will show cases pending over two months in which replies are awaited from other offices including unofficial and demi-official references, memo-calls, etc. This list will be prepared once a month by Record Assistants for each Assistant separately and submitted to Superintendents through Assistant. Each Superintendent will be responsible for submitting the list for his branch to Secretariat to whom their work is submitted. It will be unnecessary to prepare a fresh list monthly. In fact new entries should be added and cases disposed of scored through. When such list is inclined to become confusing Superintendents will order the preparation of a fresh list. After return from Secretaries the list should remain with Superintendents who will carry out any orders passed therein and make efforts to reduce the list, as far as possible, before re-submission on the next occasion.

The Superintendents of the branches should exercise stricter control and should see that all cases are entered in the list and that they are submitted punctually.

Fixing of a
time limit
for reply

4.32. If a reference addressed to an office subordinate to the State Government requires a reply is to be given. The Time allowed will obviously depend largely on the nature of the reference but on the whole it is probably better to err in the direction of generosity and to make the period as long as the circumstances of the case permit.

Distribution
of Fresh
Receipts

4.33. The fresh receipts are straightway received in the Circulating Branch of the Financial Commissioner's office from where these are distributed amongst the concerned branches. The movement of the fresh receipts are recorded in the register in the Circulating Branch from where it can be verified as to the transmission of a particular paper to a Branch. A separate register for entering the fresh receipts in each branch is also maintained wherein all such receipts are entered as soon as they are received from the Circulating Branch. Fresh receipts should be seen by the officers and instructions for the course of action on the fresh receipts themselves when those are perused by the officers. Important communications should be retained by the officers and more particularly by Superintendents and Under-Secretaries to be dealt with at their own level. As far as possible, urgent D.O. communications should be attended to promptly and D.O. replies dictated by officers themselves. In such cases only the office files, if necessary, should be called for and obtained for dealing with such references.

4.34. The Diarist is responsible to receive letters etc. from the Circulating Branch. He will stamp each receipt with the office stamp, check enclosures and note if any are missing . Thereafter he would submit fresh receipts to the Superintendent who marks the same to the concerned Assistants working in his branch. He is also responsible for the preparation of challan of papers/cases sent to the various departments of the Government.

Any person who comes to his table and looks at fresh receipts or other papers with him or removes them without his permission should be reported to the Branch Officer through the Superintendent.

receipt. Where the case is lengthy and cannot be so disposed of, the matter should be reported to the Superintendent who will obtain the orders of the Branch Officer.

Copyists must be neat and accurate in work turned out. A dictionary is provided for Copyists use and should be fully used. Repeated mistakes of type work should be brought to the notice of the branch Officer by the Superintendent of the Copying Section .

In all Roneo cases the first copy should be approved in writing by the Superintendent concerned who should exercise special care in the scrutiny and not to pass any copy which has slightest defect in it .

4.36. All references wherein advice is sought from the Finance Department and law Department should be made in duplicate. The references should be self-explanatory and points on which advice is sought should be explicitly mentioned. Haphazard references should be avoided.

4.37. The First and commonest use of demi-official correspondence is to supplement or explain the matter which has been referred officially or which it is proposed so to refer. Consequently demi-official correspondence should properly be used not merely to supplement or explain, but in place of official correspondence, in cases of extreme secrecy where it is necessary to run no unnecessary risks and in certain classes of personal questions and occasionally in cases of great urgency to save time.

4.38. The draft notification should be sent to the L.R. in final forms for scrutiny. While sending the draft notification it should be ensured that the draft does not contain any errors in language, grammar, spellings etc. and the intention should be that it should be vetted by the Law Department from the legal point of view.

4.39. In all cases in which labour and routine of an official references can be suitably dispensed with, inter-departmental references are made unofficial, but Secretariat files, and connected notes should not be sent out unofficially to officers and Heads of Department who are not a part of the Secretariat. In cases of inter-departmental references the Department of origin should state with as much precision as possible, the specific point or points in respect of which references is made and the department referred to should avoid unnecessary repetition in its notes of anything sufficiently stated in the notes of the department of origin. In every file referred to by one department to another department, the notes written in the department referred to should be on separate sheets from the notes written in the referring department and conclusion only should be recorded under the signature of the officer to whom an unofficial reference was made. The department referred to may if necessary keep a copy of notes in the file of the initiating Department with so much of the reference as may be necessary to elucidate the subject.

4.40. In Official communications to members of the Punjab Legislative Assembly, care should be taken to add letter 'MLA' after the Member's name. The letters receive from the Legislators should be promptly attended to and replies sent to them without a avoidable delay. The language used in the replies to the communications received from the members of the Assembly should be couched in a polite and respectful manner.

Reference to be made to F.D. and I.R. for advice.

Use of demi-official correspondence

Communication to members of Punjab legislative Assembly

References from
the Governoeer

4.41. Special expedition must always be observed in dealing references from the Governor. If a full reply cannot be furnished without delay, orders should be taken whether an ad-interim reply should be sent.

ANNEXURE A
Specimen of First age of Noting
File No.1/1/80-LR

Government of Punjab
Financial Commissioners Office,
(Land Revenue Branch)

Subject:- Recommendation of the Commissioners Conference, 1980- Action on
recommendations regarding recovery of land revenue.

Serial No.1-Receipt

NOTING

Serial No.2-Issue
Serial No.3-Receipt

NOTING

ANNEXURE B

Specimen of -----

Index Slip

Commissioners' Conference-Revision of Standing Orders

Recommendations of the Commissioners Conference, 1980-Action on
recommendations regarding revision of Standing Orders.

File No.1(11)/80-SR.

ANNEXURE C

Specimen of Fires Page of Corepondence
Serial No.1

D.o.No _____
Financial Commissioner,
Revenue, Punjab

June 1,1980

My dear,

Yours Sincerely,

Sardar/Shri _____

ANNEXURE 'D'
(FORMS OF LETTERS)

(1) Letter (with endorsement)

No.....

Government of Punjab

Department of -----
(.....Branch)

To Chandigarh, the

Subject.-

Sir,

With reference to your letter

No.....
dated.....I am directed to say that.....
.....

Yours faithfully
(Sd.)

(A.B.C)

Under-Secretary to the Government of
Punjab

Telephone No.....

(Endorsement)

No----- Chandigarh, the

Copy forwarded for information/necessary action to :

- (1)
- (2)

(A.B.C)

Under-Secretary to the Government of Punjab.

Telephone No.....

2 Demi-official Letter

X Y Z

D.O.No.....

Deputy Secretary

Telephone No.

GOVERNMENT OF PUNJAB
Department of.....
(.....Branch)
Chandigarh, the

My dear/Dear Shri.....

We propose to draw up a model scheme for.....

A copy of the outline prepared in this connection is enclosed.

I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in due course for their comments.

With regards.

Yours Sincerely,

(X.Y.Z)

A.B.C
Deputy Secretary,
Department of.....
Financial Commissioners Office
Punjab Civil Secretariat,
Chandigarh.

(3) Office Memorandum

Specimen-I

No. _____

GOVERNMENT OF PUNJAB

Department of _____

(_____ Branch)

OFFICE MEMORANDUM

Subject-

The undersigned is directed to refer to this Department's/ the Department of _____ O.M.No _____

Dated _____ and to say that _____

(A.B.C)

Under Secretary to the Government of Punjab

Telephone No.

To

The Department of _____
_____ Branch))
Financial Commissioners' Office/
Punjab Civil Secretariat,
Chandigarh.

Specimen-II

No.-----

GOVERNMENT OF PUNJAB

Department of -----

(-----Branch)

Chandigarh, the

OFFICE MEMORANDUM

Subject:-

Reference this Department O.M.-----dated.-----

2,

. Doubts have been expressed whether the provision of -----

-----also apply to-----It is hereby clarified that-----

-----.

(A.B.C)

Under Secretary to Government, Punjab.

Telephone No-----

To

The Department of-----

(-----Branch)

Financial Commissionerw' Office/

Punjab Civil Secretariat.

Chandigarh.

(4) Inter-departmental

GOVERNMENT OF PUNJAB

Department of-----

(-----Branch)

Subject:-

The present rules regulating the issue of identity cards provide interalia

that-----.

2. A question has arisen whether-----.

3. -----

4. -----

5. This department will be grateful for the advice of the Finance Department on the issue raised in para 4 above.

(X.Y.Z.)

Deputy Secretary.

Tele. No.-----

Department of Finance

(-----Branch) I.D. No.-----Dated-----

Specimen-I

(5) Office Order

No.-----

GOVERNMENT OF PUNJAB

Department of -----

(----- Branch)

Chandigarh, dated the

OFFICE ORDER

Shri X.Y.Z. a permanent clerk in this department, is granted earned leave for-----days from-----to-----

With permission to prefix-----a public holiday, to the leave.

2. It is certified that Shri X.Y.Z. is likely, on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(A.B.C)

Under Secretary to the Governement,Punjab.

Copy to:-

- (1) Office order file
- (2) Cashier
- (3) Section concerned
- (4) Shri X.Y.Z

Specimen-II

No.-----

GOVERNMENT OF PUNJAB

Department of -----

(-----Branch)

OFFICE ORDER

It has been decided to transfer the work relating to-----

From-----Section to-----Section.

(A.B.C)

Under Secretary to Government of Punjab.

(6) ORDER

Specimen-I

No.-----

GOVERNMENT OF PUNJAB

Department of-----

(-----Branch)

Chandigarh, dated the

ORDER

Sanction of the Governor of Punjab is accorded under Rule-----

-----of the ----- to the write off of irrecoverable

loss of ----- (Rupees-----only) being the value of the

following articles belonging to this department:-

- (I)
- (II)

(A.B.C)

Under-Secretary to the Government of Punjab.

Copy forwarded to:

- (1) The A.G. Punjab. Chandigarh.
- (2) Internal Finance Section.
- (3) Cash Section

Specimen-II

No.-----

GOVERNMENT OF PUNJAB

Department of -----

(-----Branch)

Chandigarh, dated the

ORDER

Shri-----, clerk in the Department of-----
 -----is hereby informed that it is roposed to take action against him under rule-----
 -----of-----.

2. Shri-----is hereby given an opportunity to make such
 representation as he may wish to make against the proposal.

3.

4.

(D.E.F)

Deputy Secretary to the Government of Punjab

To

Shri-----

-----.

(7) Notification

Specimen-I

(To be published in the Gazette of Punjab, Part I, Section(2)

GOVERNMENT OF PUNJAB

Department

()

Notification

No. , Shri X, Y, Z. Superintendent in the
 Department of , is appointed to officiate as Under Secretary
 in that Department, -- vide Shri transferred to
 the Department of

(A.B.C.)

Deputy Secretary to the Government of Punjab

To

The Controller,
 Government Press,
 Patiala.

No. Chandigarh, dated the:

Copy forwarded for information to:-

(1)

(2)

(D.E.F.)

Under Secretary to Government Punjab.

(To be published in the Gazette of Punjab, Part II, Section 3)

GOVERNMENT OF PUNJAB

Department of -----
 (-----Branch)
 Chandigarh, dated the: _____

Notification

OFFICE ORDER

No. _____ in exercise of the powers conferred by section 4 of the Supply and Price of Goods Act, 1950 _____ the Punjab Government hereby fix the following schedule of maximum price _____

(No. _____)

(A.B.C)

Secretary to Government of Punjab.

To

The Controller,
 Government Press,
 Patiala.

(8) Resolution
 (to be published in the Gazette of India, Part I, Section 1)
 No. _____

GOVERNMENT OF PUNJAB

Department of -----
 (-----Branch)
 Chandigarh, dated the: _____

RESOLUTION

The Government of Punjab have had under consideration the question of further improving the efficiency of the departments and services concerned with the collection of Revenue. As first step in that direction, the Governor of Punjab has been pleased, under the powers vested in him by proviso to Article _____ of the _____ to decide that a _____

(A.B.C.)

Secretary to Government of Punjab,

ORDER

Ordered that a copy of the resolution be communicated

to _____

Ordered also that the resolution be published in the Gazette of Punjab for general information.

(A.B.C.)

Secretary to Government of Punjab,

To

The Controller,
 Government Press,
 Patiala.

(9) Press Communique/note

Not to be published or broadcast
Before _____ a.m./p.m.

PRESS COMMUNIQUE/NOTE

In response to public demand, the Government of Punjab have appointed a commission to go into the problems of _____ and make suitable recommendations to the Government.

2. The Commission will consist of Shri _____ as Chairman and the following as members:-

- (1)
- (2)
- (3)
- (4)

3. In making its recommendations, the Commission is expected to give consideration to the following matters:-

- (a)
- (b)
- (c)

4. The Commission is expected to submit its report to the Government by _____

Department of _____
(_____ Branch)

No. _____ Chandigarh, dated the

Forwarded to the Director, Information and Publicity Punjab, Chandigarh for issuing the communiqué and giving it wide publicity.

(A.B.C.)

Secretary to Government of Punjab,
Tel. No.

(9) Endorsement

No. _____

GOVERNMENT OF PUNJAB

Department of _____
(_____ Branch)

Chandigarh, dated the

A copy each of the under mentioned papers is forwarded to _____
_____ for information and necessary action.

(A.B.C.)

Under-Secretary to Government of Punjab,
Tel. No.

List of papers forwarded:

- 1.
- 2.
- 3.

CHAPTER 5

LIBRARIAN

5.1. The Staff of the Financial Commissioners' Office Library consists of one Librarian, one Clerk, one Restorer, one Daftri, one-book binder and a peon. The Librarian will be in immediate charge of the staff for all disciplinary purposes.

5.2. All the work of the Library e.g. arrangements of publications, correspondence relating to their purchase, supply etc. is conducted by the Librarian through the Deputy Secretary (Admn.).

5.3 the Librarian is responsible for the safe custody and care of all the books, references, gazettes, maps, periodicals, newspapers etc. received in the Office Library and no body but the Librarian is allowed to remove any book and, except for the purpose of asking for a book, no member of the office is permitted to have access to the library.

5.4. The smoking in the library is strictly prohibited under pains of severe disciplinary action.

5.5. The library keys will remain in the custody of the librarian who will be personally responsible for the opening and closing of the library. Before closing the library after office hours the librarian must personally satisfy himself that all doors, almirahs etc. are properly locked, that no lighted candles or matches etc. are lying about and that everything is in order.

The doors and windows should remain open during the office hours in order to ensure regular supply of fresh air. Any neglect on the part of the sweepers or peons should be immediately reported to the Deputy Secretary (Admn.)

5.6 All books and periodicals whether official or private required for use in office should be purchased through the librarian under the orders of Deputy Secretary (Admn.) The librarian should see that the Book List (Catalogue) of the Government publications are regularly received and put up with proposals to purchase books through Deputy Secretary (Admn.)

5.7 The following registers will be kept by the librarian:-

- (1) Library Accession Register.
- (2) Library Catalogue.
- (3) Issue Register

The Librarian is required to keep books and publications in such order as to ensure any one of them being readily produced when required. For this purpose he must maintain the prescribed registers.

The Accession Register is maintained for the purpose of having on record a proper and complete list of the books and publications in the library. It should contain every information of all works of the kind received.

Division of Catalogue into sections

The catalogue will be in sections, each section bearing a distinguishing letter. Each section will also have its own set of serial nos. which will be affixed to the books as they are received and added to the section.

The following will be the sectional heads and letter:

- A- Periodical reports of the Punjab Government and subordinate departments.
- B- Periodical reports of the other Governments and their subordinate departments
- C- Periodical reports of Government of India and its departments.
- D- Selections from correspondence of Government and Financial Commissioner.
- E- Agriculture, Meteorology, Sanitation and Famines (not being periodical reports).
- F- Census, Revenue, Settlements and Survey Reports ((not being periodical reports).
- G- Trade, Arts and Industries ((not being periodical reports).
- H- Law books including those on Revenue Law circulars and other orders.

Staff of the Librarian

Library work

Responsibility of Librarian for the books etc. in the Library

Opening and closing of library

Purchase of books and periodicals

- I- Dictionaries, Grammars and books on languages.
- J- Gazetteers.
- K- Topography, Ethnology and Natural History, Codes and Manuals.
- L- Biography, History and Travels.
- M- Forestry
- N- Scarcity and amine
- O- Excise
- P- Reports of Government of India Departments.
- Q- Reports of Punjab Government Departments.
- R- Conferences reports or proceedings.
- S- Co-operation, Rural Development.
- T- Economics and Statistics.
- U- Books relating to plans.
- V- Civil/Gradation lists, Year Books, Railway Time Table and Telephone Directories.
- W- Constitution.
- X- Maps and Survey Sheets etc.
- Y- Punjab Government Gazette.
- Z- Miscellaneous.

The above section heading will be printed and be affixed as labels to the books cases containing the volumes they distinguish.

After entering a book in the Accession Register, the librarian will register it in serial order in its appropriate section of the catalogue affixing to its back a label denoting its section and number in that section thus:-

A	H
15	5

The Issue Register is intended to show at a glance what books are out of the library, to whom they have been out, and whether they should be recalled or enquiry regarding them made. This register will be the Librarian's check on all issues and it should, therefore, be maintained accurately.

(Forms of register and catalogue will be supplied by the Controller, Printing and Stationery, on regular indents.

5.8 On receiving a new book or publication, the librarian should immediately cut the leaves, if necessary, stamp it, enter it in the Accession Register and determine the section of the library to which it is to belong, referring in cases of doubt matter of great importance.

5.9 The librarian should not issue a book or publication without written requisition which should be put in a separate file and an entry made in the register No.3. On return of the book this requisition slip should be destroyed and the date of return entered in the register. The requisition for books from the library should contain the following information:-

- (a) Title of the book.
- (b) Reference for which required.
- (c) Signature of Indenting Officer with designation and date.

The Librarian on receipt of such a requisition shall enter the issue No. in the Register and then when received back will put the date of return in it. The books will be issued when the following instructions are complied with by the Indenting Officer:-

- (1) The requisition should not be signed by any one lower in rank a Superintendent, Assistant of a Branch or a Stenographer.
- (2) One requisition form should be used for each book.
- (3) Library books should not be kept for more than a fortnight. If a book is required for a longer period steps should be taken to get it re-issued.
- (4) If a book is not returned after three reminders have been issued, the matter would be brought to the notice of Deputy Secretary (Admn.)
- (5) Any one borrowing a book is personally responsible for returning the same in good condition. If a book is returned to the library defaced or damaged, the price of the same would be recovered from the indenting officer, or else he would be liable to replace it with a new one.

When issuing a book or publication care should be taken to make a proper entry in the Issue Register, a running number being given for each entry in column 1. This number should be entered in ink and pasted inside the back cover of the publication so that the record of issue in the register could be readily traced when the book is returned.

Entries to be made in ink.

5.10 All entries in the register should be made in ink, Pencil entries are prohibited.

5.11 The Librarian shall prepare and send up every Monday morning a list of books and publications received during the previous week for the information of Deputy Secretary (Admn.) who will note thereon any orders in respect of such of the works as should be submitted to the Financial Commissioners.

5.12 When new Acts are passed amending old ones, the corrections should be noted by the Librarian in all copies of the Acts kept in the office (especially in all copies of unrepealed Central/State Acts). After writing up the amendment the number and year of the amending Act should be noted.

5.13 The following instructions regarding the preservation and binding of gazettes and destructions of certain parts of gazettes which are deemed of no use will be carefully followed by the Librarian:-

- (1) Gazette of India- Only those parts of the government of India Gazette should be permanently preserved and bound up which are of administrative and legislative importance. This should be done in consultation with the Deputy Secretary (Admn.). The other parts may be kept in the library for a period of three years and then destroyed.
- (2) Punjab Government Gazette- To be retained entire and bound up by parts. Three copies are received of which one is retained in the library and the other two are circulated in the Branches/Departments forming parts of the Financial Commissioner office, for the information of the officers. The Librarian may make use of the services of Daftri in the arrangement, etc. of the gazettes.

List of books received to be submitted every Monday

New Acts

Preservation and binding of gazettes

- Printed papers to be bound
- 5.14. The Librarian shall send up for approval annually in January, lists of printed papers proposed to be bound. Important periodicals should be bound up on the receipt of orders and placed in proper shelves.
- Binding of Settlement reports.
- 5.15.1. The Librarian will be responsible that 10 copies of all Settlement reports retained in this office are bound with reviews and connected correspondence for use of the Financial Commissioners and Secretaries.. Care must be take that none of complete copies is sent out without the orders of Financial Commissioner, Revenue.
- Receipts for books given on loan
- 5.16. When books are given out on loan there should be the greatest care exercised in giving and taking complete receipts.
- Books out for more than two months
- 5.17. No book or publication should be out for longer period than two months without the Librarian enquiring for it. If he is not satisfied with the result of his enquiry he should refer to the Deputy Secretary (Admn) for orders.
- Protection from insects
- 5.18. The Librarian should see that due care is taken of the books in his charge and that they are protected from insects. The books in each shelf should be removed at least once a quarter, dusted and restored to their proper places.
- List of books of reference in Financial Commissioner's rooms and arrangement thereon
- 5.19. A list of books of reference to be kept permanently in the Financial Commissioners rooms must be prepared and kept by the Librarian who is responsible that none of the books are removed without express orders.
- Correction slips
- 5.20. Each Branch responsible for publication of reference books should maintain registers for numbering and dating of correction slips, arising out of various amendments made therein from time to time.
- The correction slips arising out of various amendments should be sent to the Controller, Printing and Stationery, Punjab for printing and distribution according to the Free mailing list maintained be him.
- Pasting of correction slips in books.
- 5.21. The Librarian will be held responsible for seeing that the Restorer and Daftri under his orders, keep all manuals. Codes and Books of reference with the Financial Commissioners, Secretaries, Under Secretaries, Superintendents and Assistants and spare copies in the library, corrected and made up-to date. The pasting of correction slips into the books should be undertaken as soon as possible after their receipt. The number of all correction slips pasted into the books should be noted on the inside of the top covers and initialed. The librarian should control his staff very closely and any neglect of accumulation of correction slips should be immediately reported to the Deputy Secretary (Admn.) It is the Librarian's duty to make sure that all correction slips received from time to time are duly entered in the register of correction slips and are carefully pasted in the relevant books within a week.
- Quarterly inspection and checking of the Library.
- 5.22. Physically verification of the books, periodicals etc. in the library once in a year, preferably in the month of April should be carried out under the supervision of Deputy Secretary(Admn.) or any other officer deputed by him on his behalf, under the provision of the Punjab Financial Rules . The report of verification will then be submitted for the information of the Financial Commissioner, Revenue. The Librarian would be answerable to any deficiencies pointed out in the report.
- Surplus and obsolete copies of publications.
- 5.23. With a view to economizing space in the library, the Librarian should examine the existing books in January each year/and make a list of such books as are obsolete or useless for forwarding it with his suggestions for their disposal to the Deputy Secretary (Admn.) for orders.
- The Librarian should be careful not to allow any undue accumulation of dead literature in the library. No obsolete edition of books of which latter editions are in the library shall be kept except in the case of Government publications on which only two copies of the obsolete edition will suffice. In the case of obsolete books of a special valuable nature the orders of Deputy Secretary (Admn.) should be taken. Certain publications such as old civil laws and army rules etc., etc should be destroyed after a year. A copy of such laws may however, be kept in the Library for permanent record.
- Duties of Restorer, Book Binder and Daftri in general.
- 5.24. The Restorer shall paste under the immediate supervision of the Librarian all the correction slips received from time o time , in the books in use with officers, Superintendents and Assistants. He will be assisted by a Daftri with a view to finish the paste work as soon as possible after the receipt of correction slips.

The Book Binder would bind the books/gazettes and other publications given to him by the Librarian. The Daftri shall also attend to all requisitions received daily from the officers and office and restore the books received back. He shall keep and arrange all the books properly. He will attend to any other work required of him by the librarian.

5.25. It must be clearly understood that other work besides this can be taken from them when necessary. Any of the officials who is overworked for a time can get another assistance to complete the job expeditiously. The officials must perform the duties entrusted to them so as to secure the smooth working of this important branch of the office, which very often suffers for want of mutual understanding.

Other duties

CHAPTER 6 ASSEMBLY BUSINESS

6.1 To be acquainted with the functioning of the business of the Legislature when it is session or without it, Chapter XIX of the Secretariat Instructions of Punjab Government on matters relating to Assembly business may be consulted. However, for acquisition of basic knowledge of the subjects dealt with in the Legislature, it is important to set down the following information by way of guidance

6.2 There are three types of questions put by the Members of the Legislative Assembly for being answered by the Ministers (Government) when the House is in session.

These are:-

- (a) Starred Questions.
- (b) Unstarred Questions, and
- (c) Short Notice Questions.

The idea to put the questions is to obtain information on a matter of public concern within the special cognizance of the Minister to whom it is addressed. 15 days notice in writing in respect of tarred and unstarred questions is required to be given by the Member for obtaining their reply. For Short Notice Question, a notice shorter than 15 days may be given.

Replies to the questions should be prepared both in English and Punjabi Languages.

(a) Starred Question:

A member asking this type of question would get and oral reply to it in the House from the Minister concerned. After the Minister has given the reply to such a question, the Member is entitled to seek further information, if he feels that the reply given does not satisfy his requirements, by putting supplementary questions relevant to the main question.

On the receipt of the notice of question, the department should prepare its reply and get it approved from the concerned Minister before it is passed on to the Punjab Legislative Assembly Secretariat. Since the reply is to be given orally by the Minister on the floor of the House, a Note for Pad, in both English and Punjabi Languages, to meet the probable supplementary questions to be put by the Member, is prepared by the department for the guidance of the Minister. Utmost care is, therefore, required to be taken to draft the reply to a question and prepare the Note for Pad to meet the supplementary questions put by the Member.

It is further to be ensured that the reply to the question is prepared will before it is enlisted for reply in the House. In case it is not possible to prepare the reply in time because of the (i) non-availability of the information at the headquarters, or (ii) it cannot be furnished as the information is to be collected from the district headquarters, a communication to that effect may be got sent from the Minister to the Speaker of the Vidhan Sabha requesting for extension in time in giving the reply to the question. Plausible and brief reasons may be given while seeking such and extension.

As asterisk is indicated by the Member on every starred question he gives notice of. In case such an indication is not available it is treated as an unstarred question.

(b) Unstarred Question:

The question, notice of which is given by the Member which does not require to be replied orally in the House, is termed as unstarred question. It is also known as 'written answer to question'. The idea behind putting this question is to seek either some factual information or a detailed one relatively less important than that of starred question. No Note for Pad is required to be prepared by the department while furnishing reply to the unstarred question. The Member seeking information from the Government through unstarred question may utilize the same for expression of his views, with facts and figures, in the House on a particular subject so as to draw the attention of the Government to that matter which is generally of public importance.

The starred questions brought on the list for reply in the House, if could not be taken because of an early adjournment of the house or for any other reason, are converted into unstarred questions and their reply is sent to the concerned Member by the Punjab Vidhan Sabha Secretariat.

The Member does not put an asterisk while giving notice of an unstarred question.

(c) *Short Notice Question:*

A Member may give notice of such a question if it relates to a matter of public importance supported by the reasons emphasizing that the interest of the public is likely to be served if the reply to such a question is given by the Minister concerned expeditiously. If the Minister is, for certain unavoidable reasons, unable to answer the question on short notice, this would be treated as starred question and entered in the list of such questions in a normal way.

6.3 It is the privilege of the Member of the Legislative Assembly to derive information on a matter of urgent public importance through the Call Attention Notice. On receipt of such a notice, it is required of the Government to prepare reply immediately and pass it on to the Minister for making a statement in the House. Normally through this notice the attention of the Government is drawn to a current matter of public importance e.g., lock-outs, strikes, famine, floods, demonstrations, agitations, etc., and it is expected of the Minister to inform the House the action taken or proposed to be taken to resolve the issue or solve the problem. The following procedure is laid down for being followed by the departments when such a notice is given by the Member:-

(a) On receipt of a Call Attention Notice, the Punjab Vidhan Sabha Secretariat will immediately pass on a copy of it to the concerned Administrative Secretary and the Secretary/Private Secretary to the Minister concerned, as an advance copy to enable them to make immediate preparation and to collect information on the subject.

(b) On receipt of the advance intimation that a Member has filed a Calling Attention Notice on a subject, even though it might not have been admitted, the facts about the subject raised therein will be collected and the Minister concerned is briefed by the Administrative Secretary concerned.

(c) The Secretary, Punjab Vidhan Sabha will send a copy each of the admitted notices to the concerned Administrative Secretary and the Secretary/Private Secretary to the concerned Minister at least 24 hours before the commencement of the sitting on the day on which these are proposed to be taken up.

(d) On receipt of such a notice of admitted Call Attention Notice, it is the responsibility of the Administrative Secretary to explain the factual position in respect of the point(s) involved, to the Minister concerned to enable him to make the statement on the floor of the House when he is called upon to do so. A note for pad may also be prepared by them in English and Punjabi containing the todate information for the use of the Minister, to enable him to reply to the question (s) put by the Member(s) giving notices.

(e) If any Cal Attention Notice pertains to more than one Department, the Administrative Secretary mainly concerned with it will collect the relevant concerned Administrative Secretary/Secretaries and brief the Minister accordingly.

(f) The Secretary/Private Secretary or P.A. to the Minister concerned, as the case may be, should keep a track of the notice and should collect the information from the Administrative Secretary or in his absence from the Joint/Deputy/Under Secretary and pass it on to the Minister.

(g) When a calling attention notice on an issue is raised in the Punjab Vidhan Sabha, the Minister concerned may make a statement on the basis of the information available with him.

6.4 It is a motion, of which a notice is given by the Member, which seeks to discuss a definite matter of public importance. It is by convention treated as a motion for ensuring the Government for an alleged failure or lapse on a particular issue. Therefore it would be treated as a matter of great importance and must be given top priority. The notice for such a motion is given by the Member not less than two hours before the commencement of the sitting of the House, which is passed on to the Minister by the Punjab Vidhan Sabha Secretariat for getting himself prepared to give the appropriate reply if need be. Official information should, therefore, be in the hands of the Minister within half an hour of the supply of the notice of such a motion. The Administrative Secretary is thus to ensure that available material with a notice is sent to the Minister through his personal staff.

6.5 The legislation which is taken up in the House may be divided into two parts:-

- (i) Ordinances;

(ii) Bills.

In respect of the Ordinance which is issued by the Governor the provision is that it shall be laid before the House

Legislature, or if before the expiration of this period a resolution disapproving it, is passed by the Legislative Assembly. It can also be withdrawn at any time by the Government.

As soon as Ordinance is promulgated by the Governor, the Administrative Secretary would inform the Secretary of the Legislative Assembly Secretariat of this fact furnishing the required number of copies for the information of Legislators. It is for the Administrative Department to see that every case in which an ordinance is to be replaced by an Act, is followed up in such a manner that the Act is passed before the Ordinance lapses.

Bills

Although the Minister incharge of the department pilots bills in the Legislative Assembly, yet consultation and clearance of the Law Department is must. The final shape, before the introduction of the bill in the Legislative Assembly, is given by the Law Department after scrutinising the following points:-

- (1) The need for the proposed legislation from a legal point of view;
- (2) The competence of the State Legislature to enact the measure proposed;
- (3) The requirement of the Constitution as to obtaining the previous sanction of the President thereon, and
- (4) The consistency of the proposed measure with the provisions of the Constitution and in particular, those relating to fundamental rights.

In case the proposed legislation involves expenditure from the Consolidated Fund, the Financial Memorandum is to be prepared by the Administrative Department in consultation with the Finance Department. The Law Department would give the legislation the final shape.

The order of the President/Governor sanctioning or recommending the introduction of bill should be communicated to the secretary Punjab Vidhan Sabha by the Minister In charge concerned in writing. The Administrative Department, as a whole is required to send the following documents to the Secretary, Punjab Vidhan Sabha for arranging the introduction of the bill:-

- (1) Notice of motion for leave to introduce the bill;
- (2) Recommendation of the Governor for the introduction of the bill;
- (3) Four copies of the bill;
- (4) Statement of objects and reasons duly signed by the Minister concerned;
- (5) Memorandum regarding delegated legislation;
- (6) Notice of motion that the bill may be taken into consideration and passed.

After the introduction of the bill in the Assembly it passes through three stages commonly known as three readings of the Bill. The three stages are:-

- (1) General consideration,
- (2) Clause by Clause discussion, and
- (3) Final consideration and passage.

After the bill is passed, the consent of the Governor/President, as the case may be, is obtained before it takes the shape of an Act.

6.6 There are two types of resolution—official and non-official—which are tabled in the House. Official resolutions are brought before the House for discussion and passage by the Treasury benches (Government) on matters of public/national importance viz. ratification of an amendment of the constitution, Prescribing and regulating ceiling on urban immovable property, to raise the limit of advances by Punjab State Electricity Board etc.etc.

Non-official resolutions are tabled by the Members of the House and for that they are required to give 15 days Notice to the legislative Assembly Secretariat. A day

in a week when the assembly is in session, is fixed for discussion of such resolutions. The day is known as Private members' day. The pre-requisite for drawing out resolutions is that they should be in the form of declaration of opinion by the House or in a form of a specific recommendation of the Members to the Government. It should contain a matter of general public interest.

On receipt of notice of such a resolution the Administrative Secretary should furnish the facts and figures to the Minister to be made use of by him at the time of replying to the discussion of such resolution. If a Member raises some controversial issues while speaking on the resolution on which some clarifications is required to be given by the Government, the Administrative Secretary should see that the data for the same is provided to the Minister Incharge well before time i.e. before replying to the discussion. Similarly if some wrong facts are stated by the Member during his speech, the Administrative Secretary would furnish the correct information to the Minister so that the assertions made by the Member are contradicted by the Minister on the floor of the House at the time of reply. For this purpose a representative of the Department concerned should be present in the House all the time the discussion on the subject relating to his department continues.

6.7. Some of the committees of the legislature with which the Government has a direct link are as follows:-

- (a) Committee on Government Assurances;
- (b) Committee on Subordinate legislation;
- (c) Committee on Public Accounts;
- (d) Committee on Estimates;
- (e) Committee on Public Undertakings; and
- (f) Committee on the Welfare of Scheduled Castes, Scheduled Tribes and Backward Classes.

(a) Committee on Government Assurances :

While replying to the questions/supplementary questions or speaking on any motion/resolution/Legislation etc. if the Minister assures the Member of the House that a particular scheme would be implemented or some matter is under consideration of the Government or any of the assertions made by him as indicated in the annexure this would form an assurance. For ensuring the implementation of such assurances there is a Committee of the Legislature known as Committee on Government Assurances. This Committee impresses upon the Government to implement the assurances given by the Minister on the floor of the House and requires the Government to make a report in each case.

Initially the Committee sends the lists of draft assurances to the concerned departments to know if they have any objection to the same being treated as assurance. The reply is expected to be given by the departments within a month failing which, according to the instructions of the Vidhan Sabha Secretariat, the draft assurances become final.

It is the prerogative of the Committee to agree or disagree with the comments of the departments with reference to a particular assurance.

For implementation of these assurances, the Government have laid down the following procedure:-

- (i) The Vidhan Sabha Secretariat will send a list of assurances pertaining to each Administrative Secretary with a covering demi-official letter addressed to the Secretary so that he comes into the picture from the beginning. The receipt of this letter should be acknowledged.
- (ii) The reminders in respect of the outstanding assurances will also be in the form of demi-official letter addressed to the Administrative Secretary concerned. One reminder will relate to one assurance only and will contain a description of the subject matter.
- (iii) If an Administrative Secretary is on tour or in a meeting or on leave, the senior most Branch Officer working under him should receive the letters and reminders on the subject Assurances addressed to the Secretary by name. He should then initiate action without delay and put up such letters to the Secretary for information on the latter's return to office.
- (iv) The references relating to the implementation of assurances from the Punjab Vidhan Sabha Secretariat should invariably be acknowledged without any delay.

- (v) The distribution of Assurances relating to various Branches under the same Administrative Secretary will be the responsibility of the Secretary concerned, since the Vidhan Sabha Secretariat is not always in a position to know the distribution of work in a particular Secretariat.
- (vi) The Administrative Secretary should nominate one of his Branch Officers and a Superintendent for maintaining a record of allocation of the Assurances to the various Branches under him. For convenience, this may be, as far as practicable, the senior-most Branch Officer and the Senior most Superintendent under him.
- (vii) Replies to the assurances should be given to the Vidhan Sabha Secretariat after obtaining the orders of the Minister concerned.
- (viii) All the data to be placed before the Committee by a department should be from the Administrative Secretary and not from the Department Heads, on behalf of the Government.
- (ix) The replies to the assurances should be complete specific and precise.
- (x) Reply to an assurance concerning more than one Branch should be supplied in a consolidated form by the branch to whom it is allocated, particularly when the Branches concerned are under the same Administrative Secretary.
- (xi) Wherever convenient, the representatives of the Departments should sit together and settle matters after mutual consultation instead of carrying lengthy correspondence in the implementation of the assurances.
- (xii) The references relating to the Committee on Government Assurances should be handled carefully. It should be ensured that these references are not lost or mislaid.
- (xiii) When replies are sent to the Secretariat of the Vidhan Sabha regarding the implementation of assurances, the date on which such implementation has taken place should be stated.
- (xiv) In the case of assurances, which cannot be implemented on account of changed circumstances, or otherwise, the Committee should be informed accordingly without any enquiry being made by them. A statement giving reasons should also be made on the floor of the House as soon as practicable.
- (xv) Where the information given by a department regarding the implementation of an assurance is considered insufficient by the Committee as to the 'extent' of implementation, further information asked for by the Committee should ordinarily be furnished and all relevant and material information asked for should be promptly supplied. If however, in the opinion of the Administrative Secretary any information asked for by the Committee is beyond the point it may be brought to the personal notice of the Minister concerned.

The assurances should normally be implemented within a maximum period of three months from the date of its receipt from the Punjab Vidhan Sabha Secretariat and in cases where it cannot be possible to comply with this requirement, a report giving reasons for the delay should be communicated to the Vidhan Sabha Secretariat for the information of the Assurances Committee. He replies to the assurances should always be based on record.

(c) *Committee on Subordinate Legislation:*

The legislations are passed by the Legislature from time to time. The Government under the provisions of Law frame rules under the enactments for the proper and affective functioning of the purpose and policy involved in the enactments. The rules so framed are commonly known as Subordinate Legislation. The Committee screens the rules so framed by the Government to have double check and to confirm if these have been framed in consonance with the spirit of Law.

Accordingly, if there is any deviation or departure, the Committee invites the comments of the concerned Department through a questionnaire prepared by it. The comments so received from the Department are scrutinized and if need be, the Administrative Secretary is also orally examined on the comments so offered. The

Committee thereafter finalises its recommendations which are then placed before the House in the form of a Report.

For the proper functioning of the Committee on Subordinate legislation, the following procedure is required to be adopted:-

- (i) All Acts containing provisions for making rules should invariably lay down that the rules should be laid on the Table of House as soon as possible and the House should have the powers to consider them.
- (ii) Wherever rules are framed or amendments are made to the existing rules, they should be serially numbered and should indicate the section of the Act under which they are framed.
- (iii) 25 copies of all the rules or the amendments issued from time to time should be supplied to the Committee as soon as possible after their notification.
- (iv) The rules are properly drafted and the material supplied to the Committee for scrutiny should be complete, reliable and up-to-date in all respects without any printing or typing errors.
- (v) Normally the recommendations/observations made by the Committee should be implemented within a period of six months after the presenting of the report to the House. If, however, any Department is unable to implement the recommendations within the prescribed period, the Committee may be informed of the reasons for the delay.

(c) *Committee on Public Accounts:*

The main functions of the Committee on Public Accounts is to make sure that the legislature grants for each financial year including supplementary grants, have been applied to the object which the legislature prescribed in the reports made by the Comptroller and the Auditor General as a result of his audit. For this purpose they have the assistance of the Accountant General. The Committee also scrutinizes the cases which have led to any excess over legislature grants.

While scrutinizing the appropriation of accounts of the Government of Punjab and the Report of the Comptroller and Auditor General of India, the Committee normally satisfies itself in respect of the following matters:-

- (i) That the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied and charged;
- (ii) that the expenditure conforms to the authority which governs it; and
- (iii) that every re-appropriation has been made in accordance with the provisions made in this behalf under the rules framed by the competent authority.

In fact the Committee conducts the post-mortem of accounts sanction of which had been accorded by the Legislature in the provisions year to meet the expenditure of the Government of Punjab.

The Public Accounts Committee on the basis of the observations recorded in the report of the Comptroller and Auditor General of India and examination of the Appropriation Accounts of the Government prepares the questionnaire wherein clarifications are sought by it from the concerned department as to the action taken in the cases referred to therein. On receipt of reply from the Government, the Committee considers the same and if necessary, summons the Administrative Secretary of the concerned department for oral examination. The Accountant General, Punjab, assists the

Committee in its deliberations. A representative of Finance Department is also associated. The Committee then finalises the report and place it on the Table of the House.

The recommendations/observations of the Committee are required to be implemented by the departments of the Government to which they relate and information to that effect has to be sent to the Committee as early as possible. In case the Administrative Department is unable to implement the recommendations of the Committee for certain unavoidable reasons within the stipulated period, it may inform it giving the reasons for delay.

Follow-up action on the Report:

Since the Finance Department is closely connected with the functioning of the Public Accounts Committee, it had laid down the following procedure for the guidance of the administrative Departments for dealing with the Reports of the Public Accounts Committee of the Punjab Vidhan Sabha on the Appropriation Accounts of the Punjab Government.

- (i) After the report is presented to the Punjab Vidhan Sabha, copies of the Report will be forwarded by the Secretary, Public Accounts Committee to the Finance Department and not directly to the Administrative Secretaries.
- (ii) Finance Department will initiate action on the Report and ask the Heads of Departments to consider the recommendations of the Public Accounts Committee, a copy of the letter being endorsed to the Administrative Secretary concerned simultaneously, General recommendations will be dealt with in the Finance Department Branches and orders issued by them.
- (iii) Heads of Departments shall furnish their comments on the recommendations of the Public Accounts Committee to the Administrative Secretary concerned on receipt of the Report of the Committee.
- (iv) The Administrative Department will take orders of the Minister concerned and forward their views to the Finance Department.
- (v) The Finance Department will offer their comments on the various points raised in the recommendations/observations of the Public Accounts Committee keeping in view the recommendations of the Administrative Department.
- (vi) The Administrative Department will then take the case to the Council of Ministers incorporating in the Memorandum for the Council the views of the Finance Department. After a decision is taken in the Cabinet, necessary draft reply should be shown by the Administrative Department to the Finance Department before issuing the same to the Secretary, Punjab Vidhan Sabha and the Accountant General, Punjab.
- (vii) Where the Administrative Department propose to accept the recommendations of the Public Accounts Committee involving no financial implications, the case may be shown to the Minister concerned only and need not be referred to the Finance Department or to the Council of Ministers. A draft reply containing the final decision taken should, however, be shown by the Administrative Department to the Finance Department before issuing the same to the Secretary, Punjab Vidhan Sabha and the Accountant General, Punjab.
- (viii) Cases involving disciplinary action and financial and other irregularities should be placed before the Council of Ministers under the orders of the Minister concerned even though the recommendation of the Public Accounts Committee is proposed to be accepted.
- (ix) The Secretary, Punjab Vidhan Sabha, will prepare a statement showing the action taken on the Report of the Committee and lay before the Public Accounts Committee. Further comments of the Public Accounts Committee, if any, will be communicated to the Finance Department for necessary action.
- (x) Any comments which the Accountant-General, Punjab, may have to make on the action taken will be communicated to the Secretary, Punjab Vidhan Sabha, a copy being simultaneously endorsed to the Finance Department for their information.
- (xi) The Finance Department will maintain a list of outstanding recommendations of the Public Accounts Committee and periodically remind the Departments concerned. A quarterly report will be furnished to the Finance Department by the Heads of Departments/Administrative Secretaries about the implementation of the recommendations of the Public

Accounts Committee and the Finance Department will intimate quarterly to the Committee the action taken or proposed to be taken on the recommendations/observations of the Committee. Every effort should be made to expedite the action on the recommendations of the Public Accounts Committee and this work should be treated, as a general rule on 'top priority' basis.

(d) *Committee on Estimates:*

The main function of the Committee on Estimates is to examine such of the estimates as seemed fit to it, and to report how if at all, the policy implied in these estimates might be carried out more economically. The Committee has also power to consider the form of the estimates and the principle of variations between estimates and those relating to the preceding financial year. To put it in a consolidated manner, the functions of the Committee could be laid down as under:-

- (1) to report what economics, improvements in organizations, efficiency or administrative reform, consistent with the policy underlying the estimates, may be effected;
- (ii) To suggest alternative policies in order to bring about efficiency and economy administration;
- (iii) To examine whether the money is well laid out within the limits of the policy implied in the estimates; and
- (iv) to suggest the form in which the estimates shall be presented to the House.

It is within the province of the Committee to hear officials, take their evidence, do physical verification, make on-the-spot study of facts or call for any record connected with the estimates under examination. The Committee selects one or two departments and enquire from them the extent of expenditure incurred on various schemes of the department. Almost on every item of the budget, the information is called for. On receipt of such information from the department, the Committee scrutinizes the same and if it finds there are certain imbiguities in the reply or some clarifications are further called for, it then sends the questionnaire to the department concerned for supplying such information. Even then if the Committee is not satisfied in respect of certain items then it may call for the concerned Administrative Secretary for oral examination. Thereafter the Report is finalized and placed before the House. The process of implementation of the Report is almost the same as that of the other Committees of the Legislature.

Follow-up action on the Report:

Since the Finance Department is closely connected with the functioning of the Committee on Estimates, it has laid down the following procedure for the guidance of the Administrative Departments for dealing with the Report of the Committee on Estimates of the Punjab Vidhan Sabha:-

- (i) After the Report is presented to the Punjab Vidhan Sabha, copies of the Report will be forwarded by the Secretary, Vidhan Sabha, to the Finance Department.
- (ii) Finance Department will initiate action on the Report and ask the Heads of Department to consider the recommendations of the Estimates Committees, a copy of the communication being endorsed to the Administrative Secretary concerned simultaneously. General recommendations will be dealt with in the Finance Department Branches and orders issued by them.
- (iii) Heads of Departments shall furnish their comments on the recommendations of the Estimates Committee to the Administrative Secretaries concerned on receipt of the Report of the Committee.

- (iv) The Administrative Department will take the orders of the Minister concerned and forward their views on the report to the Finance Department.
 - (v) The Finance Department will offer their comments on the various points raised in the Report of the Estimates Committee keeping in view the recommendations of the Administrative Department.
 - (vi) The Administrative Department will then take the case to the Council of Ministers incorporating in the memorandum for the Cabinet the views of the Finance Department. After a decision is taken in the Cabinet a suitable reply (in triplicate) will be sent by the Administrative Department to the Finance Department.
 - (vii) Where the Administrative Department propose to accept the recommendations of the Estimates Committee involving no financial implications the case may be shown to the Minister concerned only and need not be referred to the Finance Department or to the Council of Ministers. A suitable reply (in triplicate) containing the final decision taken will, however, be sent by the Administrative Department to the Finance Department.
 - (viii) The Finance Department will maintain a record of the action taken on the recommendations of Estimates Committee and periodically remind the Department concerned about the recommendations on which action has still to be taken. A quarterly report (in triplicate) in the prescribed proforma will be furnished by the Heads of Departments/Administrative Secretaries so as to reach the Finance Department by the 15th April, 15th July, 15th October and 15th January. The Finance Department will intimate quarterly to the Committee within fifteen days of the receipt of information from the Departments the action taken or proposed to be taken on all the recommendations/observations of the Committee.
 - (ix) As early as possible after the receipt of the quarterly statement, the Committee shall consider it and its comments, if any, will be communicated to the Finance Department, for further necessary action.
 - (x) Every efforts should be made to expedite the action on the recommendations of the Estimates Committee and this work should be treated as general rule on 'top priority' basis.
- (e) *Committee on Public Undertakings:*

The main functions of the Committee on Public Undertakings are as follows:-

- (i) To examine the reports and accounts of the Public Undertakings;
- (ii) To examine the reports, if any, of the Comptroller and Auditor General on the Public Undertakings; and
- (iii) to examine the context of autonomy and efficiency of the Public Undertakings where the affairs of the Public Undertakings are being managed in accordance with the sound business and commercial practices.

The Committee normally selects one of the Corporations (Public Undertakings) for the purpose of verifying as to whether the said undertaking is contributing something towards public good or not. For that purpose it scrutinizes the Report of the Undertaking and also look to its accounts, as audited by the Accountant General, Punjab. Where necessary, it also examines the Administrative Secretary and the Managing Director of the Corporation to elicit information about certain matters which it finds latent in the report.

After analyzing the whole affairs, the Committee then prepares its report wherein certain recommendations/observations are made in respect of the functions within its sphere and place it before the House.

Follow-up Action on the Report:

Since the Finance Department is closely connected with the functioning of the Committee on Public Undertakings, it has laid down the following procedure for the

guidance of the Administrative Departments for dealing with the Report of the Committee on Public Undertakings of the Punjab Vidhan Sabha:-

- (i) After the Report is presented to the Punjab Vidhan Sabha, copies of the Report will be forwarded by the Secretary, Punjab Vidhan Sabha, to the Finance Department and not directly to the Administrative Secretaries. The Secretary, Vidhan Sabha will however, forward a copy of the report, simultaneously, to the Managing Director/Chairman of the Public Undertakings concerned so that the Board of Directors may start consideration of the recommendations of the Committee straightaway and final decision with regard to the recommendations of the Committee taken within a period of six months and intimated to the Finance Department through the Administrative Department for onward transmission to the Punjab Vidhan Sabha Secretariat.
- (ii) Finance Department will initiate action on the Report and ask the Heads of the Public Undertakings to consider the recommendations of the Committee on Public Undertakings, a copy of letter being endorsed to the Administrative Secretary concerned simultaneously.
- (iii) Heads of Public Undertakings shall furnish their comments on the recommendations of the Committee to the Administrative Secretary concerned, immediately on receipt of the Report of the Committee.
- (iv) The Administrative Department will take orders of the Minister concerned and forward their to the Finance Department.
- (v) The Finance Department will offer their comments on the various points raised in the recommendations/observations of the Committee on the Public Undertakings keeping in view the recommendations of the Administrative Department.
- (vi) The Administrative Department will then take the case to the Council of Ministers or the Cabinet Sub-Committee, as the case may be, incorporating in the Memorandum, the views of the Finance Department. After a decision is taken, draft reply should be shown by the Administrative Department to the Finance Department before issuing the same to the Secretary, Punjab Vidhan Sabha Secretariat, and the Accountant General, Punjab.
- (vii) Where the Administrative Department propose to accept the recommendations of the Committee on Public Undertakings involving no financial implications, the case may be shown to the Minister concerned only and need not be referred to the Finance Department or to the Council of Ministers/Cabinet Sub-Committee. A draft reply containing the final decision taken should, however, be shown by the Administrative Department before issuing the same to the Secretary, Punjab Vidhan Sabha Secretariat, and the Accountant General, Punjab.
- (viii) Cases involving disciplinary action and financial and other irregularities should be placed before the Council of Ministers or the Cabinet Sub-Committee, as the case may be, under the orders of the Minister concerned even though the recommendations of the Committee on the Public Undertakings are proposed to be accepted.
- (ix) The Secretary, Punjab Vidhan Sabha, will prepare a statement showing the actions taken on the report of the Committee and lay it before the Committee on Public Undertakings. Further comments of the Committee, if any, will be communicated to the Finance Department for necessary action.
- (x) Any comments which the Accountant General, Punjab, may have to make on the action taken will be communicated to the Secretary Vidhan Sabha, for information of the Committee on Public Undertakings, a copy being simultaneously endorsed to the Finance Department for their information.
 - a. The Finance Department will maintain a list of outstanding recommendations of the Committee on Public Undertakings and periodically remind the concerned Corporations. A quarterly progress report will be furnished to the Finance Department by the Corporations/Administrative Secretaries about the implementation

of the recommendations of the Committee on Public Undertakings and the Finance Department will intimate quarterly to the Committee the action taken or proposed to be taken on the recommendations/observations of the Committee. Every effort should be made to expedite the action on the recommendations of the Committee on Public Undertakings and this work should be treated, as a general rule, on top priority basis.

(f) *Committee on the Welfare of Scheduled Casts, Scheduled Tribes and Backward Classes*

The functions of the Committee on the Welfare of Scheduled Castes, Scheduled Tribes and Backward Classes are as follows:-

- (i) To consider and examine the recommendations contained in the report of the Commissioner for Scheduled Castes, Scheduled Tribes, Government of India, in so far as the Punjab State is concerned, which are within the purview of the State Government and to report to the House the measures which should be taken by the State Government;
- (ii) To report to the House on the action taken by the Government and the measures proposed by it;
- (iii) to examine the measures taken by the Government to secure due representation of the Scheduled Castes, Scheduled Tribes and Backward Classes in service that falls in its control; and
- (iv) to report to the House on working of the welfare programmes for the Scheduled Castes, Scheduled Tribes and Backward Classes.

The Committee after examining the Report of the Commissioner for Scheduled Castes, Scheduled Tribes, Government of India, in so far as it pertains to the State of Punjab would enquire from the departments as to action taken in respect of certain matters contained in that Report. On receipt of the reply from the department, the Committee considers the same and if it is not satisfied with the reply it may call the Administrative Secretary for oral examination on certain points. Thereafter the Committee drafts its report and place the same before the House. The process of the implementation of the Report is same as in case of other Committees.

GENERAL

- 6.8 (1) The departments should be quick in supplying the information to the Committees when called for. The Administrative Secretary should pay personal attention and give this work priority.
- (2) The greatest care should be exercised in regard to addressing these Committee in correspondence which should be highly polite and courteous.
- (3) The Committees of the Punjab Vidhan Sabha cannot effectively discharge the onerous duties and responsibilities entrusted to them by the Legislative Assembly unless the departments and officers co-operate whole-heartedly with them and furnish promptly whatever information is asked for from them with alacrity.
- (4) The Department should ensure that correct, upto date and to the point information is supplied to the Committees and it should not have the impression that the department is evading to supply the information.
- (5) Whenever the department does not find it possible to implement the recommendations of the Committees for certain unavoidable reasons within the requisite period, it should invariably send the information to that effect to the Committees. Such an attitude, if adopted by the department, would lead to healthy precedent and the Committees would have the feeling that their recommendations are not only being given due weight but are also being attended to properly.

ANNEXURE

List of forms constituting Assurances as approved by the Committee on Government Assurances of Punjab Vidhan Sabha.

1. The matter is under consideration.
2. I shall look into it.
3. Enquiries are being made.
4. I shall inform the Hon'ble Member.
5. I assure the House all suggestions made by the Hon'ble Members will be carefully considered.
6. I shall study the conditions on the spot during my tour.
7. I shall consider the matter.
8. I will consider it.
9. We will put the matter in the shape of a resolution.
10. I shall see what can be done about it.
11. I will look into the matter before I can say anything.
12. The suggestion will be taken into consideration.
13. The matter will be considered at the Conference to be held.
14. The matter is still under examination and if anything required to be done it will certainly be done.
15. I have no information, but I am prepared to look into the matter.
16. Efforts are being made to collect the necessary data.
17. The suggestions made will be borne in mind while framing the rules.
18. If the Hon'ble Member so desires I can issue further instructions.
19. Copy of the report, when finalized, will be placed in the Library of the House.
20. I shall supply it to the Hon'ble Member.
21. I think it can be done.
22. If the Hon'ble Member's allegation is true, I shall certainly have the matter gone into.
23. We shall have to find that out.
24. It is a suggestion for action which will be considered.
25. Information is being collected and will be laid on the Table of the House.
26. I am reviewing the position.

CHAPTER 7
RULES FOR THE PHYSICAL VERIFICATION OF STORES

Physical verification
when to be made

7.1 Physical verification of all stores should be made at least once in very year, preferably between 1st April and 15th April subject to the condition that the verification is not entrusted to a person;

- (i) who is the custodian, the ledger-keeper or the Accountant of the Store to be verified, or who is a nominee of, or is employed under the custodian, the ledger-keeper or the Accountant; or
- (ii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification must never be left to low paid subordinates and in the case of large and important stores, it should be as far as possible, entrusted to a responsible Gazetted Government servant who is independent of the superior executive officer incharge of the Stores.

A certificate of verification of store with its result should be recorded on the list, inventory or account, as the case may be whenever such verification is carried out.

The concerned Superintendent should be personally responsible in carrying out the verification with the help of one of his selected subordinates.

Instructions to
be followed

7.2 In making physical verification the following instructions should invariably be observed:

- (a) Verification must always be made in the presence of the Government servant responsible for the custody of the stores or a responsible person deputed by him;
- (b) All discrepancies noticed should be properly investigated and brought to account immediately so that the stores account may represent the true state of stores; and
- (c) Shortage and damages, as well as unserviceable stores, should be reported immediately to the authority competent to write off the loss.

General

7.3 The Departmental officers entrusted with the care, use of consumption of stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them. They are also responsible for keeping them in proper custody and in good and efficient condition and for protecting them from deterioration. They should also take proper precautions to prevent loss of public stores by fire or other accidents. Any loss or damage to Government stores should forthwith be reported by them to their immediate superiors.

CHAPTER-8

Gazetteers Organization

Functioning of the
Gazetteer
organization.

8.1 A Gazetteers Organization is functioning in the office of the Financial Commissioner, Revenue to revise the district gazetteers of the State of Punjab. A district gazetteer is a compendium of historical, cultural and socio-economic records of a district and as such it touches upon almost all aspects of life of the people, their manners, customs, traditions, history, culture etc. It a repository of authentic information and gives details about the location, boundaries, area, population, rivers, water resources, geology and climate of the region. In fact, all matters of local importance are highlighted in the Gazetteers which are meant to be a guide to an administrator and an important reference book for research scholars, writers and the general public. Thus through this gazetteer, the basic history and culture of the inhabitants of the district are known. A district gazetteer consists of the following chapters:-

1. General.
2. History
3. People.
4. Agriculture and Irrigation
5. Industries
6. Banking, Trade and Commerce.
7. Communications.
8. Miscellaneous occupations.
9. Economic trends.
10. General Administration.
11. Revenue Administration.
12. Law and Order and Justice.
13. Other Departments.
14. Local Self-Government.
15. Education and Culture.
16. Medical and Public Health Services.
17. Other Social Services.
18. Public Life and Voluntary Social Service Organizations.
19. Places of interest (Maps, charts and photographs).

Staff.

8.2 This Gazetteers Organisation is headed by a State Editor, who is assisted by a Senior Editor, Editors, Compilers, Artist and other ministerial staff in the performances of his duties. His main functions are final editing of the District Gazetteers and their printing, correspondence with the Government of India and other State Government; verification of information/data received from the district and tehsil headquarters by personally visiting the spot/place, meeting the well-informed and elderly persons in the district; visiting the various Libraries, Archives, Museums and other places of historical and educational importance.

Policy

8.3 The revision of district gazetteers is being carried on in pursuance of the general policy formulated by the Government of India.

8.4 As soon as the revision of a District Gazetteer is completed and it is published, copies of the same are circulated amongst the Administrative Secretaries and Heads of Departments of the State Government, other State Governments and the concerned offices of the Government of India. Besides, copies of the published gazetteer are supplied to the libraries in the State of Punjab.

Circulation.

8.5 As and when it is contemplated that some revealing and conspicuous changes have occurred with the passage of time, say, a decade or so, in the general behaviour of the people, their education, mental outlook, development, planning, etc., the revision of the district gazetteer is taken up and a supplement of the gazetteer is brought out accordingly.

Supplementary copy.

8.5 As and when it is contemplated that some revealing and conspicuous changes have occurred with the passage of time, say, a decade or so, in the general behavior of the people, their education, mental outlook, development, planning, etc., the revision of the district gazetteer is taken up and supplement of the people, their education, mental outlook, development, planning, etc., the revision of the district gazetteer is taken up and a supplement of the gazetteer is brought out accordingly.

CHAPTER 9

File Boards

Requisition.

9.1. File boards are obtainable on making a requisition to the controller, Printing and Stationery, Punjab Chandigarh. On receipt of these file boards the Storekeeper enters the same in the Stock Register and keep them under lock and key in the Store room.

9.2. File boards are required merely while file is in use. These should not, therefore, be used to keep bundles of files together in the Record Room nor these should be tagged with an individual file when the action on it is over. When the file has been disposed of, the case or cases should be recorded and restored to their proper places in the Record Room and file boards released for further use. A heavy demand for file boards in excess to the number of files in circulation at any one time, indicates delay in the Record Room and shows that files are being left in bundles and not recorded and restored to their proper places.

Use.

9.3 It is an unpriced article which is supplied by the Controller of Printing and Stationery, Punjab, on requisition and justification.

Unpriced article

9.4 The Superintendent records, under whose supervision these file boards are received and maintained, should see that a proper account of all the boards is kept by the Storekeeper in the register who should also carefully see that all the boards issued bear the usual stamp of Financial Commissioners' office. The Storekeeper is further required to obtain the acknowledgement from the concerned officials of the branches to whom these are supplied.

Maintenance of proper account.

9.5 The Diarist should be careful to see that cases are tied up with flaps before they are sent to other offices. On return of the cases he should replace the flaps with file boards before the cases are submitted to officers. Record Assistants should also remove the file boards from the cases which are consigned to the Record Room. Pending cases kept in the shelves, should also be tied in flaps.

Treatment of files.

9.6. When a case is submitted to the Financial Commissioner or Revenue Minister, It should always be in file board. When the case is returned the concerned official should tie the file with flap and release the file board so that it could be made use of in another case.

To be used when cases sent to F.C.'s R.M.

9.7 The Storekeeper is required to account for the supply of file boards at any time by the Superintendent Records. The requirement of file boards by the various offices of the Financial Commissioners is sent to Controller, Printing and Stationery, Punjab from time to time as it may vary according to the needs of the office.

Requirement.

CHAPTER 10

Rules for the Stamp Department of the Financial Commissioners' Office, District/Divisional Offices.

10.1. A stock of adhesive labels is maintained in the office to enable the Superintendent of Stamps in Financial Commissioners' Office to perform

the duties imposed upon him under the Indian Stamp Act, 1899, vide the definition of “Superintendent of Stamps” in clause 2(d) and the rules for affixing and impressing labels in rules 9, 10 and 11 of the Indian Stamp Rules, 1925. Similarly such a stock of adhesive labels is maintained in the offices of Commissioners, Deputy Commissioners, and the duties of Superintendent of Stamps are to be performed by the official/officer so appointed.

- 10.2.** (i) the stamps are kept in a strong iron box which has two padlocks and which is stored in a room with one opening, the door of which is also secured with three locks. In this room is/are also installed the stamping press(es) for impressing labels. The key of one of the locks

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Government of Punjab

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10.2 (i) The stamps are kept in strong iron box which has two padlocks and which is stored in a room with one opening, the door of which is also secured with three locks. In this room is/are also installed the stamping press(es) for impressing labels. The key of one of the locks of the outer door shall remain with an Under Secretary in Financial Commissioners' Office and at other places with the Superintendent of Commissioners' Offices and the General Assistant to the Deputy Commissioner. The other two keys will remain with the Superintendent or other officers/officials so entrusted with Stamping work, and of iron box which holds the stamps, the keys of one lock shall remain with the stamp clerk/Assistant and the other with the Superintendent/officers/officials appointed for stamping work.

(ii) The die and date pugs used for stamping or impressing should be removed and replaced each day in the presence of the stamp clerk/Assistant and be kept in the safe when not in use.

10.3 The following procedure should be observed in connection with the affixing and impressing of stamps on instruments:-

(i) "A stamp shall not be affixed to any document unless stamp duty leviable is paid through Indian Postal Orders in the office of Financial Commissioners Revenue Punjab or in the office of Commissioners or when the documents are routed through the Treasury Officer(s), certificate of the Treasury Officer, is received alongwith the Treasury Challan that such duty has been paid and amount has been deposited in the bank under the relevant head of account.

(ii) If the original or the bank or treasury certificate is paid to have been lost and a duplicate copy is produced, it shall not be accepted without special orders and without consulting the register referred to in clause (iii) below from the date of issue of the receipt or certificate to see that the original receipt or certificate has not already been tendered and that no other document has been stamped on the strength of it.

(iii) On receipt of documents from the concerned Treasury Officer(s) along with a certificate that such duty has been duly paid, the document(s) is/are entered in the Issue Register, Secondly in the case of documents tendered in person alongwith Postal Orders for embossing, these may be carefully

Reasons for maintenance of a stock of stamps

Custody of the stamps, stamping presses and dies.

Procedure for affixing and impressing stamps.

examined by the officials/officers concerning embossing work, and entered in the Issue Register containing following columns:-

- (a) Serial Number;
 - (b) Treasury Officer's endorsement No. and date (if the amount is paid through postal orders, the diary No. and date of receipt);
 - (c) District;
 - (d) By or on behalf of whom the duty has been paid;
 - (e) Number and nature of instruments tendered; and
 - (f) The value of stamps, duty paid against which stamps to be affixed.
- (iv) All the documents and skeleton forms shall, on receipt be carefully counted. If any excess or deficit is found, the work, unless otherwise ordered, should not be started without first informing the applicant.
 - (v) When instruments accompanied by a treasury certificate or the bank receipt or cash, as the case may be, for the full value of the label or labels to be affixed thereto are received, the stamp clerk/Assistant so deputed by Government will affix the label, or labels of that value to the instrument presented and impress such label or labels by means of a stamping machine, and also stamp or write on face of the label or labels the date of impressing the same.
 - (vi) On affixing any label or labels under this rule the Assistant or Superintendent of Stamps or any other official so appointed by Government shall, where the duty amounts to Rs.5 or upwards, would put his initials on the face of the label or labels, and where the duty amount to Rs.20 or upwards, shall also attach his usual signature to the instruments immediately under the label or labels.

10.4 The embossing and stamping should be done with the view of the Stamp Clerk/Assistant/Superintendent or any other official/officer appointed for this purpose who is responsible for the safe custody of all receipt books, etc. which will be kept in a locked almirah, the key of which will remain with him. A sufficient number of such documents/forms of Banks and Financing Institution will be given out daily by him to be embossed and, when the embossing is done, he will count the documents/forms and restore them to the almirah till the entire work is finished and the instruments are ready to be returned. While the embossing is going on, the Stamp Clerk/Assistant/Superintendent or any other official/officer in charge of stamping work so deputed should be see that others do not interfere with the stampers/stamping clerk and he could take any other precautions that may seem necessary to him to ensure that receipt books are not tampered with.

10.5 A separate register should be maintained showing for each working day the receipt into, and issues of stamps of different denominations from the stamping room. At the close of each day the Superintendent of the branch or any other official/officer so appointed/deputed by Government as incharge of stamping work checks the whole value of postal orders, the bank receipts or treasury certificates entered in the register, prescribed in rule 3(iii) with the total value of the stamps issued that day and initial the entry showing

Need for careful supervision of work of stamping coloured impression Reasons for

Receipt and issue of stamps and verification of balances plus and minus memo.

balance in hand. The receipt and treasury certificates of State Bank of India or other approved Banks, for duty paid are duly cancelled when an issue of stamps has been made thereon. It will this be seen that there will be a receipt from the above said bank or treasury certificate for each issue of stamps from the stamping room and in those cases too where cash is paid, the Banks' receipt is placed on record. In those cases in which cash is received, it is sent at once to the concerned banks and the banks receipt obtained which receipt is treated in the same manner as if it had been produced in the first instance before the stamp was issued.

Inspections and verifications of balance

10.6 The stamp room shall be inspected at intervals by a Deputy Commissioner at District headquarters, by a Commissioner at Divisional headquarters, and Revenue Secretary to Financial Commissioners' Punjab at State Headquarters as well as at Divisional and District level and the stock of stamps checked occasionally with the register of receipts and issues of stamps and the register of documents. The Superintendent of Stamps at State Headquarters may also visit the district/divisional stamping rooms accordingly for inspection of work and stocks of stamps. The Inspecting Officers shall always on the first working day of each month check the register of receipts and issues of stamps with the number of stamps actually in stock and note that he has done so on the register under his initials.

10.7 " A Regular Assistant may be posted to handle the embossing work in the State and made responsible for the safe custody of Indian Postal Orders and Stamps in the stock. The Indian Postal Orders should be deposited in the concerned Post Office and the check received in lieu of encashment of Postal Orders as far as possible should be deposited into the concerned receipt head by the 10th of each March.

10.8 (a) The Stamping Clerk/Assistant/Superintendent will prepare the following indents quarterly for replenishment of stock for special adhesive stamps in the offices as under:-

Period covered by the indent	Latest date before which indents should reach the Central Stamp Store
1 st April to 31 st July	30 th November
1 st August to 30 th November	31 st March
1 st December to 31 st March	31 st July

(b) Four monthly indents of the Special Adhesive Stamps of the following denomination are required to be sent to the Controller of Stamps, Central Store, Nasik Road.

Denominations	Denominations
10 paise	Rs.4
15 paise	Rs.5
20 paise	Rs.6

25 paise	Rs.10
40 paise	Rs.20
50 paise	Rs.30
75 paise	Rs.50
Re.1	Rs.100
Re.2	Rs.200
Re.3	Rs.300

(c) The following denominations of stamps are high value stamps:-

“Adhesive stamps of the value of Rs.5 and above.”

(d) The indents shall show in separate columns for each denomination of stamps of which a supply is required the balance in the depot and the quantity sold in the preceding quarter.

(e) Indents may not be sent to the Controller of Stamps, Central Stamp Store, Nasik Road, in duplicate.

(f) On receipt of the stamps from the Controller the Stamping Clerk/Assistant/Superintendent deputed for embossing work will at once bring them on the stock register of stamps.

(g) The embossing incharge can requisition the required Special Adhesive Stamps from the neighbouring embossing centres to meet their emergent demand.

CHAPTER 11

Vernacular Office

11.1 The Vernacular Office deals with all appellate and revisional case work of the Financial Commissioners. It consists of the following staff:-

1. The post of Under Secretary (Judicial)-cum-Registrar may be included in the posts mentioned in Para 11.1 of this chapter.
2. The post of Assistant as mentioned in para 11.1(2) may be redesignated as Senior Assistant (Judicial).

The words "Deputy Clerk of Court" wherever mentioned in chapter 11 may be also be deleted and substituted as "Senior Assistant (Judicial)".

(4) Steno-typist;

(5) Ahimads;

(6) Clerk;

(7) Record Keeper;

(8) Copying Agent;

(9) Restorers.

In para 11.1 for the words "Senior most Private Secretary (Judicial)/Superintendent (Judicial) will however be the in charge of Common Staff the following words may be substituted:-

"Under Secretary(Judicial)-cum-Registrar will, however, be the incharge of Common Staff."

11.2 Orders for the observance of the rules under the Stamp and Court Fees Acts in respect of appeals and petitions presented to the Financial Commissioners.

1. Superintendents (J) are the officers appointed by the Financial Commissioners for the purpose of dealing with appeals and petitions.

The name of the post of Private Secretaries (Judicial) wherever appearing in chapter 11 of the Book may be deleted as there exists no such post now.

2. The Deputy Clerk of Court and in his absence the Ahlamd shall receive appeals and petitions and send them to the Senior Assistant (Judicial) after satisfying himself:-

1-Court Fees Act

(i) That the appeal, petition, application for revision or review and copies of judgements or orders, etc. (if any), attached to it are stamped with genuine court-fee stamps of the correct amount as given in the printed schedule 1 of rates of duties.

Note:- The checking official should note the exemptions in Section 19 and the reductions and remissions made by the Punjab Government under Section 36 of the Court-Fees Act.

(ii) That where the court-fee chargeable amounts to or exceeds Rs.25, such fee is denoted by impressed stamps, adhesive stamps being

only employed to make up fractions of less than Rs.25(Condition (xi) (b) of rules 28 of the Punjab Stamp Rules, 1934).

- (iii) That the amount of court-fee payable on the appeal, petition or revision or application for review is denoted by the smallest number of stamps available (Rules 28 (xi) of the Punjab Stamp Rules, 1934).

Note:- If the appeal, petition or application or other document filed with it does not bear court-fee stamps of the correct value or has not been stamped as prescribed in the Rules cited in clauses (ii) and (iii) above, it shall be returned to the presenter for rectification.

- (iv) That stamp vendor has observed the enfacement rule (Rule 28 (xii) of the Punjab Stamp Rules, 1934), which required every vendor of court-fee adhesive stamps to enface in indelible ink in English or in Punjabi each stamp sold with the name and residence of purchaser, his or her father's name, date of sale and his dated signature alongwith licence No. with validity of licence.

Note:- (i) When a stamp is purchased by pleader or an advocate for his client, it shall be endorsed as sold to the client through the pleader or advocate, as the case may be. (Rule 28(xii) of the Punjab Stamp Rules, 1934.)

(2) This is an important provision and any departure coming to notice shall be reported to the Collector of the district through the Senior Assistant(J)/Superintendent (J) of the office.

(v) That where the amount of court-fee payable on the appeal or application for review exceeds Rs.100, the stamp has been purchased from an ex-officio vendor and not from a licensed stamp vendor. If a licensed stamp vendor has made an illegal sale by issuing two or more stamps of smaller value to make up the requisite amount of court-fees payable on the documents and thus defrauded Government of commission on such sales, this shall be reported to the Collector of district through Superintendent (J).

(vi) The Senior the Assistant(J) or Ahlmad shall scrutinise the copies of judgements of lower courts filed with the appeal, petition or application, and if it appears to him that that the plaint was not stamped with court-fee stamps of proper value, he shall bring it to the notice of the Superintendent (J) for the orders of the Financial Commissioner under section 12(ii), Court-Fees Act.

All stamps affixed to the paper referred to in this part shall, after scrutiny, be punched and cancelled immediately in the manner prescribed by section 30 of the Court Fees Act and rule 2 of the rules contained in Chapter 4-C of the High Court Rules and Orders. Volume IV.

II-INDIAN STAMP ACT.

If a document attached to an appeal, petition or application or filed otherwise in the court of the Financial Commissioner is chargeable with duty under the Indian Stamp Act, 1899, the checking official shall satisfy himself-

- (h) That it is stamped with a genuine stamp of the correct amount as given in the printed schedule I-A of rates of stamp duties.

Note:- The checking official should note the reductions and remissions made by the Central Government under section 9(a) of the Stamp Act.

If the document is unstamped or insufficiently stamped, the checking official shall bring it to the notice of the Superintendent (J) for the orders of the Financial Commissioner under section 33 of the Stamp Act. The document shall not be admitted in evidence or otherwise acted upon unless the deficiency of stamp duty is made good together with a penalty of Rs.5, or, when ten times the amount of the proper duty or the deficient portion thereof exceeds five rupees, or a sum equal to ten times such duty or portion (section 35 of the Stamp Act). Failing this the document shall be sent, in original to the Collector of the district under section 38(2) for action under section 40 of the Act.

- (ii) On receipt of the record of the lower court, the Senior Assistant (J) or the Ahlmad shall examine the documents filed by the parties in the lower court, and if it appears that a document which was otherwise liable to stamp duty has been admitted in evidence without payment of the correct amount together with such penalty as is prescribed by section 35, he shall bring this to the notice of the Superintendent (J) for the orders of the Financial Commissioner, Revenue, under section 61 of the Stamp Act.

3. The checking official shall refer all doubtful cases to the Superintendent (J) who will, if necessary, take the orders of the Financial Commissioner Revenue.

4. When the record of a case is finally consigned to the Record Room, the Vernacular Record Keeper shall, besides exercising the checks prescribed in paragraph 2 above, for the official receiving the document satisfy himself:-

- (i) That the number and value of the stamps affixed to the document on the file have been noted on the index in form R.No.1
- (ii) That the stamp used is correct.
- (iii) That the correct process fee has been realized in court-fee stamps and the latter affixed to the *farad talbana*
- (iv) That the stamp bears the name of the party or parties concerned in the appeal, petition or application and not of any other person.

Note:- If the latter is the case, this shall be reported to the Collector of the district through the Superintendent(J).

- (v) That the emblem of a stamp or stamps has been punched by the receiving official as required by section 30 of the Court-fees Act and that the official concerned has also affixed his signature and date across each label in indelible ink, as required by rule 2, Chapter 4-C, High Court Rules and Orders, Volume IV.

5. The Superintendent (J) shall be responsible for the due observance of the rules by his Assistants and in particular he shall check

personally all fresh institutions and other documents chargeable with duty under the Stamp or Court-fees Act, filed in the Court of the Financial Commissioners and satisfy himself that they are properly stamped. He shall inspect the Record Room and the record office registers at least once a quarter and note the result of his inspection against such items of the questionnaire (Annexure), as he may take up and submit his note, for the information of the Financial Commissioner who, after perusal, will return to Superintendent (J).

6. The Chief Stamp Auditor shall audit the court of the Financial Commissioners twice a year and submit his report to the Additional Secretary/Joint Secretary/Special Secretary for the information of the Financial Commissioner.
7. The Superintendent(J) shall be responsible for the observance of the instructions contained, in Chapter 4-F of High Court Rules and Orders, Volume IV by the officials of the Vernacular Office as also for the maintenance by them of the register of stamp deficiencies in form S.A.2.

Audit of stamp and court fee accounts by a stamp auditor.

ANNEXURE

Questionnaire for the guidance of officers inspecting the judicial record room.

(The Inspecting officer is at liberty to direct his attention to such questions as he may desire or to go beyond the questionnaire if he wishes).

1. Date of last inspection..

(The record office should be inspected regularly every quarter by the officer-in-charge.)

2. Are all files received in the record room properly compiled and arranged by the Record Keeper?

(At least 12 files should be examined at random to ascertain this fact)

3. (a) Are all newly received files duly entered in the registers and goshwaras and placed in the bundles to which they properly belong?

(b) I the period of retention of files varied in appeal etc, duly altered in the index on receipt of the appellate or other papers ?

(c) Are the appeal, review, revision and execution files invariably attache to the original files ?

(The Inspection Officers should examine about a dozen files to verify that the files have been correctly entered in the registers. He should also make a test of the proper arrangement of records).

4. Are “A” files separated from ‘B’ files by the record room officials before consigning them to record room and are file ‘B’ papers place in a separate room, or separate set of racks set apart for the purpose?

5. Are such references give in the index of ‘A’ files as will enable the Record Keeper at once o produce both series in case they are called for before the term for destruction arises ?

6. On receipt of a file into the record room, does the Record Keeper or his assistant verify carefully that-

- (a) Proper court-fees have been realized:
- (b) Stamps affixed to complaints, fard talbanas and other documents are genuine, i.e., they have not been removed from files and re-used;
- (c) the figure-head of stamps has been punched by court officials in accordance with section 30 of the Court-fees Act and that the canceling officer has affixed his signature and the date across each label in indelible ink as required by rule2, Chapter 4-C, High Court Rules and orders, Volume IV ?

7. (a) Does the Record Keeper make over to the Ahlmad without delay all the files checked and examined by him ?

(b) Is his daily average sufficient ?

(c) Has he checked insufficient stamped documents ?

8. Does the Record Keeper or his assistant punch a second hole, or, in the case of stamps falling under clause ©, rule 1 of Chapter 4-C, High Court Rules and Orders, Volume IV, a third hole in each label, distinct from the first, and note in indelible ink the date of doing so at the same time ?

(The Inspecting Officer should check personally about a dozen files to ascertain whether these instructions are carefully observed by the record room officials.)

9. Are the particulars regarding the date of destruction entered at the head of the forms of index in the space provided for the purpose; and if the period is varied by appeal, etc., is the necessary alteration made in the index on receipt of the appellate or other papers ?

10. (a) Are all requisitions by courts for files sent at least a week before the date of hearing and not on the date of hearing?

(See that the date of hearing is always noted in such requisitions)

- (b) Are the files sent to the court in good time before the date of hearing/
- (c) Are all files sent to the record room regularly within a fortnight after the passing of final orders?
11. Is the register of record room work regularly maintained by the Record Keeper/
12. Are the instructions contained in Chapter 16-F of High Court Rules and Orders, Volume IV for the preservation and destruction of files and registers carefully complied by the Record Room officials .
13. Is a note made of the destruction of “A” files in the goshwara if all the papers are destroyed and in the fly index, if some only are destroyed ? Is the note attested by the Record Keeper/
14. Is the destruction of records carried out in accordance with the instructions of the Government/
- (a) What is the average number of files destroyed and arranged by the Record Keeper /
- (b) Is the number of files destroyed equal to the number received in the preceding year in the record room?
15. Is a person desiring to inspect a certain or case required to submit an application in writing and to affix thereto proper court fee stamps to cover the search and inspection fees/
16. Are all the applications referred to in the preceding questions 15 entered by the Record Keeper in the register maintained for this purpose and are the court-fee stamps cancelled by such officials immediately on receipt of applications in the manner laid down in section 30 of the court fees Act/
17. Are the receipts from the record room credited without delay and to proper heads?

CHAPTER 12

Initiation of Settlement Operations

12.1 It has been noticed that generally the settlement Officers experience considerable difficulty in starting operations promptly and it is found that much valuable time is wasted at the beginning of their settlement in the collection of staff, arranging for

accommodation and procuring the paraphernalia indispensable for active operations, Once the settlement operations have started, an assessment report has to be submitted within 9 months of the inception of settlement, and any loss of time at the start may have serious consequences. To obviate such loss of time the following instructions may be followed:-

12.2 As soon as it has been definitely decided that a settlement is to be started at a particular time, and budget provision has been made, the following action should be taken in the Financial commissioner's Office:-

- (a) Selection of a Settlement Officer.-Office has only to draw the attention of the Secretary to this,
- (b) Selection of Extra Assistant Settlement Officer.- Office should draw the Secretary's attention to this also. As settlements generally begin in October and it is seldom possible for the Settlement Officer to be in the district in another capacity before then, it is important that the Extra Assistant Settlement Officer should be posted to the district before hand as Revenue Assistant so that he may acquire a knowledge of general conditions and of the nature of the questions with which the Settlement Officer will be faced, and will make preliminary arrangements calculated to obviate waste of time when the Settlement has started. He should, therefore, be posted to the district as Revenue Assistant in March or as soon after as practicable.

12.3 When the Extra Assistant Settlement Officer has been posted to the district, instructions should be issued to him through Commissioner detailing the points on which action is required in the course of the hot weather. The most obvious subject is the state of the record, and one of the first subjects on which the Settlement Officer will be called upon to make a decision will be the choice between remeasurement and map revision(Settlement Manual, Appendix XXI). Some information on the statement of records should be contained in the forecast report, but it will be the duty of the future Extra Assistant Settlement Officer to examine the questions in detail and prepare materials which will enable the Settlement Officer to submit his proposals to the Financial Commissioner as soon as possible after arrival. To assist him in this, one Settlement Kanungo per tehsil and perhaps an advance staff (paragraph 8 of Appendix XXI of the Settlement Manual) will be sent to the district by the Director of Land Records at the same time as Extra Assistant Settlement Officer, and the operations described in paragraphs 2 and 3 of Appendix XXI, Settlement Manual, will be carried out by the District revenue establishment, reinforced by these Kanungos , as soon as possible in the hot weather. When the Janch Pdrtal files reach tehsildars, they will simply forward them with their

opinion to the Extra Assistant Settlement Officer instead of taking the action contemplated in paragraphs 4 and 5, and the Extra Assistant Settlement Officer as soon as he arrives.

12.4 Settlement Officer should, as soon as possible after the commencement of settlement operations, submit an estimate of the probable number of partwaris that will be required in each tehsil after the completion of settlement. In framing this estimate regard should be had (1) to the existing number of partwaris and the amount of work they have had to do ; (2) to the probable amount of work that will be required of the partwaris after the close of settlement operations and the number of partwaris necessary to perform it.

12.5 Application should then be made after consulting the Deputy Commissioner through the Commissioner and Director of Land Records, to the Financial Commissioner for any increase necessary in the number of partwaris; and when the increase has been sanctioned the partwaris circles should be rearranged so as to give as nearly as possible the same amount of work to each partwari, and the man should be appointed to each circle who will carry on the work of settlement operations till these are closed. Some readjustments of circles will probably still be necessary towards the close of settlement operations, but the changes then required will be reduced to a minimum.

12.6 The future Extra Assistant Settlement Officers should also consider the question of accommodation, and if satisfactory local arrangements cannot be made, should submit proposals through the Deputy Commissioner to the Commissioner

12.7 Tehsildars are provided to settlement by the Financial Commissioner and office should bring the matter early to the Secretary's notice. Naib Tehsildars are appointed by the Commissioner and his attention should be drawn to the desirability of making selections in good time so that they may join without fail on the date fixed for the commencement of operations. He should also be asked to make as few transfers as possible of Naib Tehsildars in the course of settlement.

Estimate for subordinate staff.

The Same

Accommodation for Extra Assistant Settlement officers.

Appointments of Tehsildars and Naib Tehsildars.

CHAPTER 13

Use of Service Stamps

Rules for use of
Service stamps

13.1. Instructions in the form of rules regarding the use of service stamps issued on 18th September, 1931 from the Secretary to Government, Punjab, Finance Department, are reproduced in the modified form in the Annexure. These should be observed meticulously in this office.

The Stamp account referred in part VI of the rules will be maintained by the Drawing and Disbursing Officer although he or any officer appointed by the Government in this behalf, in future will obtain stamps from the Post Office and keep them in safe custody for issue. Requisitions for stamps required periodically by the Superintendent of the Issue and circulating Branch will be sent to the Drawing and Disbursing Officer who will issue the Stamps required and obtain receipts in last column of the register to be maintained by him. The Superintendent should show carefully and clearly the stamps used on daily issues of letters and parcels and keep his daily running account so that it will be possible to check easily the total value of stamps used in his section within the period for which the audit is applied. The Superintendent should also read parts III, IV and V of the instructions and keep copies in his possession for daily guidance. It is desired that the letters should be dispatched the same day.

Issuing of
Telegrams.,

13.2. No telegram will issue in future except under the authority of the Branch officer concerned and when it is necessary to issue an express telegram the Branch Officer concerned should record his reasons for sending one. The Deputy Secretary (Admn.) will get the audit of stamp accounts conducted through another branch Officer, who is not Drawing and Disbursing Officer, at the end of every quarter in each financial year in the manner prescribed in Part II of the instructions.

13.3. As far as possible Franking Machine (s) should be used for issuing letters and other Registered mail from the headquarter. However, when the said machines are either out of order, stamps should be used with proper account in the record. It will be the overall responsibility of the superintendent concerned or other official being placed as In charge of the Section to see that the Franking Machine (s) or the stamps are not misused and are properly kept.

Rules for the audit and better control of expenditure on Service Postage Labels

Part-I-MAINTENANCE OF ACCOUNTS

1. Every controlling or disbursing officer shall maintain an account of service stamps purchased from the Post Office and of all issues made there from to officials entrusted with the posting and dispatch of official of official communications. The account shall be kept in the form attached and the responsibility for its maintenance and the custody of stamps shall be entrusted to an official specially detailed for the purpose by the controlling or disbursing officer.

Note-The headings of the form of account should be written by hand or type-written.

2. All issues of stamps made by the official in whose custody they remain shall be shown as received in the out station dak register or dispatch register by the dispatcher or other official who is responsible fro the dispatch and posting of official communications.

3. No issues of stamps shall be made under rule 2 to any official except on a written requisition and after the official responsible for the custody of stamps has satisfied himself by reference to the out-station dak register or dispatch register that the last supply requires to be supplemented. The official responsible for the issue of stamps shall take a receipt for all issues made by him in column 4 of the form of account prescribed in rule1, or by a separate receipt which should be pasted in his stamp account register.

4. Ordinarily, officials entrusted with the dispatch of official letters will be entitles to draw stamps from the official custodian, but the head of an office may authorize any other official to draw stamps fro official use and require him to render an account to the official issuing them.

5 The value of stamps with a dispatcher shall be shown in the outstation dak register or dispatch register at the commencement of each day and the balance carried forward from day to day after deducting the total value of stamps used a s shown against each cover or telegram dispatched in the course of a single day.

6. No custodian of stamps or dispatcher may loan stamps fro the use of another office.

PART II-DOMESTIC AUDIT

7. The Stamps account shall be audited at the end of every quarter in each financial year by a gazetted officer or other responsible official nominated by the controlling or disbursing officer.

8. Such audit shall be carried out in the following order:

- (a) See that all such purchases have been brought to account in the register prescribed by rule1 and that the balance with the custodian is correct by actual count.
- (b) See that all such purchases have been brought to account in the registered prescribed by rule1 and that the balance with the custodian is correct by actual count.

- (c) See that issues of stamp made by the custodian to the dispatcher or other authorized official have been issued under proper receipt.
- (d) See that such issues have been brought to account in the out station dak register or dispatch register.
- (e) Then see that all issues entered in the dispatch register have been duly consumed from time to time and that the balance of stamps in hand with the dispatcher is correct.
- (f) Further make a 10 per cent check of daily dispatches from the outstation dak register or dispatch register to see that rules 10 and 13 are being complied with and that the rules in part IV are not being disregarded by subordinates.
- (g) If the accounts of the custodian and dispatcher are correct and no irregularity has been committed by the dispatcher or other official,-vide clause (f) above-a certificate of correctness should be recorded at the end of the accounts maintained by the custodian and dispatcher. Should any irregularity or discrepancy be discovered, the matter should be reported separately to the controlling or disbursing officer.

PART III-WEIGHMENT OF PARCELS AND LETTERS AND USE OF THE REGISTERED POST

9. The dispatcher should weigh every parcel and letter and then affix stamps to the required value.

10. The registered post should be used for the transmission of-

- (a) original documents of which copies cannot be obtained,
- (b) confidential and secret documents,
- (c) documents which are required under rule or law to be sent by registered post,
- (d) such other documents which the head of an office or other gazetted officer may require to be so sent.

11. When registration cannot be effected under the foregoing rule and some measure of precaution is needed, the practice of obtaining certificates of posting should be followed.

PART IV-DESPATCH

12. All letters, whether urgent or ordinary, and parcels should be dispatched on every working day.
13. No two or more coves should be addressed to the same officer on the same day.
14. Any disregard of rules and 13 should be viewed as a waste of public funds and the official responsible should be dealt with accordingly.

PART V-TELEGRAMS

15. Except as provided for in the following rule every telegram should be authenticated by the head of the office whom it emanates.
16. The head of an office may authorise another officer or other responsible official to authenticate telegram on his behalf when the issue of such telegram has been approved.
17. In the absence of the head of an office the next senior officer or official incharge of the office may use the telegram on behalf of his superior officer when a telegraphic communication is necessary.

“Express” telegrams should on account be sent except in a real emergency.

PART VI-ADDITIONAL DUTY OF DESPATCHER

18. All registered letters, parcels and telegrams shall be entered by the dispatcher in red ink in his dispatch register.

Stamp Account of Custodian office of the _____

Date of receipt of stamps from post office	Value of stamps received	Value of stamps issued and to whom issued.	Receipt for receiving officials
	Total in hand quarter ending	Total issues during quarter ending	

ANNEXURE 'A'
REVENUE DEPARTMENT
Notification

The 28th February, 1957

No.1476-BC-57/625- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the appointments to, and conditions of service of persons appointed to the Punjab Financial Commissioners Office State Service, Class III:-

PART I-General

1. (i) Short title:- These rules may be called the Punjab Financial Commissioners Office (State Service Class III) Rules, 1957.

(ii) They shall come into force at once and shall supersede the rules published with Punjab Government notification No.1082-BC, dated the 27th August, 1943.

2. Definition:- In these rules, unless there is anything repugnant in the subject or context-

- (a) "Government" means the Government of Punjab.
- (b) "Financial Commissioner" means the Financial Commissioner, Revenue, or any other officer authorized by general or special order of Government to perform the functions of the Financial Commissioner under these rules.
- (c) "Assistant Secretary" means the Assistant Secretary to the Financial Commissioners, Punjab, and ex-officio Assistant Secretary to Government, Punjab Revenue Department.
- (d) "Establishment Secretary" means the officer to whom the charge of the establishment has been entrusted under the orders of the Financial Commissioners Office.
- (e) "Establishment Officer" means the Establishment Officer of the Financial Commissioners Office.
- (f) "Direct appointment" means an appointment made otherwise than by promotion or transfer of an official from another service under the Union or a State in India.
- (g) "The Service" means the Punjab Financial Commissioners' Office (State Service, Class III).
- (h) "Recognized University" means any University incorporated by law in the States of India or any other University which is declared by the government to be a recognized University for the purposes of these rules and in the case of degrees or diplomas obtained as result of examinations held before 14th August, 1947, the Punjab, Sind or Dacca University.
- (i) "Transfer" means a transfer of a Government Servant from a permanent post in another Department or office.
- (j) "Commission" means the Punjab Public Service Commission.
- (k) "Board" means the Punjab subordinate Services Selection Board.

PART II- Recruitment to Service

3. Number and Character of Posts-The Service shall comprise the posts shown in Appendix 'A' provided that nothing in this rule shall affect the inherent right of Government to make additions to or reductions in the cadre of the service either permanently or temporarily.

4. Authorities empowered to make appointments-Appointments to the posts constituting the service will be made by the authorities shown below;-

- | | Appointing Authority |
|---|--|
| (a) Deputy Superintendent, Clerk of Court, Superintendent Records, Stenographer, Assistant, Stamp auditor and personal Assistant. | Financial Commissioner |
| (b) Restorer and Potedar | Assistant Secretary or Establishment Officer |
| (c) All others posts | Establishment Secretary |

5. Nationality, age and certain other qualifications of candidates :-

- (i) No person shall be appointed to any post in the service unless he-
- (a) is a citizen of India; or
- (b) has migrated from Pakistan with the intention of permanently setting in India and has not become a citizen of India under the Constitution; or
- (c) is a subject of Nepal or Sikkim or a Portuguese or an erstwhile French possessions in India, and if he comes under category (b) or (c) must be a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Public Service Commission or other recruiting authority on his furnishing proof that he has applied for the certificate, and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the government.

(ii) No person who is not already in Government employ shall be appointed to the Service unless he:-

- (a) produces certificates of character from the principal; academic and two responsible persons, not being his relatives, who are well acquainted with him in private life and unconnected with his university, college or school, if any, and the medical certificate required by chapter III of Punjab Civil Services Rules, Volume I, Part I, and
- (b) is not less the eighteen or more than twenty five years of age on the date of appointment ; provided that the Financial Commissioner may, for special reasons to be recorded in writing appoint a person exceeding twenty five years in age. In the case of members of

Scheduled Castes, Scheduled Tribes and Backward Classes the maximum age limit for appointment to the Service will be thirty years.

6. Qualifications- No person shall be appointed to any post unless he possesses the following qualifications:-

For appointment to the post of :-

- (a) *Clerk of Court*:- He is Tehsildar, Naib Tehsildar, Stamp-Auditor, Deputy Clerk of Court or a Head Vernacular Clerk, or a member of the establishment of the Punjab High Court and is a graduate of a recognized University.
- (b) *Stenographer*:- If appointed direct, a degree of a recognized University or its equivalent and further qualifies in a department test prescribed by the appointing authority for this post;
- (c) *Deputy Superintendent*:- He has at least three years experience as an Assistant in the Financial Commissioner's office or in a post entailing similar duties in any other Government Office and is capable of Supervising and controlling a branch;

Note:- A stenographer in the Financial Commissioner's office may be tried as Assistant-in-charge or Deputy Superintendent, provided he has put in at least two years of approved work as an Assistant, but he shall not be confirmed as such for at least another year, provided that broken periods of a service as an Assistant may be counted for completing the aforesaid period of two years.

- (d) *Superintendent Records*:- He has at least 3 years' experience as an Assistant in the Financial Commissioner's office and is well acquainted with the details of office organization, especially the record system;
- (e) *Assistant-in-charge*:- He has at least two years' experience as an Assistant in the Financial Commissioner's office or in a post or posts entailing similar duties in any other Government office and is capable of scrutinizing the work of another Assistant;
- (f) *Assistant*:-
 - (i) In the case of appointment by promotion he has qualified in a test conducted by the Commission or the Board;
 - (ii) In the case of direct appointment or appointment by selection from officials employed in Departments of Government other than Financial Commissioner's Office, he is a graduate of a recognized University and has passed in a competitive test held by the Commission or the Board;

Provided that in the case of direct appointment the test shall be on the lines of the test conducted by the Union Public Service Commission for the posts of Assistant under the Government of India, and such a candidate shall have to qualify in the Accounts Paper in a departmental test within two years from the date of his appointment, failing which his services will be liable to be terminated;

- (g) Clerk (Recruited otherwise than by selection, transfer or deputation from other posts in Government Service).- He is a graduate of a recognized University.
- (h) Stamp Auditor- He is a graduate of a recognized University and also possesses a working knowledge of Stamp and Court Fees Acts;
- (i) Restorer and Potedar- He satisfies the Assistant Secretary or the Establishment Officer of his ability to read and write English.
- (j) Senior Revenue Accountant:- He is a District Revenue Accountant, Sadar Kanungo or a Junior Revenue Accountant working in the Financial Commissioner's Office.
- (k) Junior Revenue Accountant:- He is Tehsil Revenue Accountant or Kanungo.
- (l) Missing
- (m) Head Clerk , Waterlogging Section:- He is Kanungo or Clerk with sufficient revenue experience in the field and has passed the Matriculation Examination of a recognized university; and
- (n) Clerk. Waterlogging Section:- He has passed the Matriculation Examination of a recognized university and has worked as patwari;

Provided that in the case of all the above appointments, preference will be given in the case of direct appointment, to a candidate who has worked for the cause of national independence or has rendered some outstanding social or public service.

7. (1) Method of filling posts:- Posts in the service shall be filled:-

(a) Clerk of Court:- By selection from amongst Tehsildars, Naib-Tehsildars, Stamp Auditors, Deputy Clerks of Court, Head Vernacular Clerks and members of the establishment of the Punjab High Court.

(b) Deputy Superintendent:- (i) By promotion of a Assistant-in-charge, Assistants or Stenographers including Personal Assistants; or

(ii) By transfer or deputation of an official already in Government Service.

(c) Superintendent Records-By promotion of an Assistant-in-charge or Assistant.

(d) Stenographer-(i) By selection from among officials already, in Government Service; or

(ii) By direct appointment.

(e) Assistants-(i) By promotion of clerks or selection of Stenographers, including Personal Assistants, working in the Financial Commissioners' Office, provided that a clerk who has not qualified in the departmental test prescribed for the purpose shall not be eligible for the promotion; or

(ii) By selection from among officials employed in departments of Government other than the Financial Commissioners' Office;
or

- (iii) By direct appointment upto twenty five per cent of the available vacancies;

Provided that recourse to direct appointment shall be had only if suitable candidates are not available from the Service and other departments of Government.

- (f) Clerks, Restorers and Potedar-(i) By Selection from among officials already in Government Service; or
(ii) by direct appointment.
- (g) Stamp Auditors-(i) By Selection from among Head Vernacular Clerks and Sadar Wasil Baqi nawis of District offices or from among officials employed in Civil, Criminal and Revenue Courts in the State:
(ii) By direct appointment: or
(iii) By promotion of members of the service who have the requisite qualifications as laid down in the preceding rule.
- (h) Senior Revenue Accountant-By selection from District Revenue Accountants, Sadar kanungos and Junior Revenue Accountants working in the Financial commissioners' office.
- (i) Junior Revenue Accountants-By selection from among Tehsil Revenue Accountants or Kanungos.
- (j) Clerk (Typist, land Revenue Audit Agency)-(i) By selection from among officials already in Government service; or
(ii) By direct appointment.
- (k) Head clerk Waterlogging Section-By selection from among kanungos or clerks with sufficient revenue experience in the field;
- (l) Clerks Waterlogging Section-(i) By transfer of an official already in Government service; or
(ii) By direct appointment.
- (m) Appointments to all posts in the service, whether by promotion in the service itself or by the transfer of an official employed in any government Department other than the Financial Commissioners' Office shall be made by selection, and no official shall have any claim to such promotion as right shall be entitled to appeal against any such order of appointment.
8. Training of Stamp Auditors-Every person recruited direct to the post of a Stamp Auditor may after appointment, be required to undergo such period of training as may be prescribed by the appointing Authority.

Probation:- (1) No person shall be appointed to any post, in a substantive or substantive provisional capacity, whether the vacancy is permanent or temporary, until he has undergone the following periods of probation, during which his appointment shall be regarded as officiating:-

- | | | |
|-----|--|---------|
| (a) | For direct recruits | 2 years |
| (b) | Appointments by promotion or transfer of a
Government servant | 1 year |

Provided that-

- (j) the period of probation for a person appointed to the post of Stamp Auditor, whether directly by promotion or transfer from another Department, shall be two years;
- (ii) broken period of service in the post and any service spent on deputation to a corresponding or higher post may be counted as part of the probationary period.
- (2) If the work or conduct of any member during the probationary period is, in the opinion of the appointing authority, not satisfactory, the appointing authority may dispense with his services if he has been recruited by direct appointment, or may revert him to his former post if he has been otherwise recruited.
- (3) On completion of the probationary period of any person, the appointing authority may:-
 - (a) If a vacancy exists and the work and conduct of the person during probation were satisfactory, appoint him substantively or substantive provisionally with such retrospective effect, if any, as the appointing authority may deem appropriate, or
 - (b) If his work or conduct during probation had, in the opinion of the appointing authority, been unsatisfactory, the appointing authority may dispense with his services if he has been recruited by direct appointment, or may revert him to his former post if he has been otherwise recruited, or may extend the period of probation and, on the expiry of the extended period of probation, may pass such order as it could have passed on the expiry of the normal period of probation; provided that the total period of probation shall not exceed three years.

10. Tenure of the post of clerk of court:- The tenure of the post of the clerk of court shall be three years, but the persons selected will be eligible for re-appointment.

11. Seniority of members of the Service:- The seniority of members of the service shall, in respect of posts specified in Appendix 'A' be determined by the date of each incumbent's confirmation in the post:

Provided that, if two or more members are confirmed in the same class of post on the same date, their seniority shall be determined in the manner set forth below:-

- (a) a member recruited by promotion within the service shall be deemed senior to a member recruited otherwise;
- (b) a member recruited by transfer from a department of Government other than the Financial Commissioners' office shall be senior to a member recruited by direct appointment;
- (c) in the case of members who are recruited by promotion, seniority shall be determined in accordance with the seniority in the appointments from which they are promoted, but in the case of Assistants their seniority shall be determined in the order they were promoted as such;
- (d) amongst members who are recruited by transfer from a cadre other than the Financial Commissioners' office, seniority shall be determined according to their seniority in the appointments previously held in that cadre;

- (e) amongst members who are recruited by transfer from different cadres other than the Financial Commissioners' Office, seniority shall be determined according to pay, preference being given to a member who was drawing the higher rate of pay in his previous appointment and, if the rate of pay drawn was the same, the older member shall be deemed senior to the younger.

Note:- (1) Assistants and Stenographers including Personal Assistants, appointed substantively to either post before 3rd July, 1942, shall, in all circumstances, be senior to Assistant and Stenographers, including Personal Assistants whose first substantive appointments to either post were made after the said date.

(2) Assistants and Stenographers, including Personal Assistants, whose first substantive appointment to either post took place after the 3rd July, 1942, shall be entered in a joint list, and their seniority inter-se shall be determined by the date of the first substantive appointment to either post:

Provided further that the seniority of members of the service prior to confirmation shall be governed by the actual date of promotion or entry into the higher block and not by their seniority in the lower block.

Illustration:- Where an Assistant, who is junior to a Stenographer in the joint list mentioned in note (2) of Rule 11, is promoted, the Assistant will in the higher block be considered senior to the Stenographer promoted later, unless, when the occasion for promoting Assistant arose, the Stenographer could not be promoted for Administrative or other reasons beyond his control.

12. (I) Pay of member of the Service:- A member of Service holding any appointment specified in Appendix 'A' shall from the date of his appointment, be entitled, to such scales of pay as may be authorized by Government from time to time. The pay scales at present in force are given in Appendix 'A'.

(2) Officiating Allowance shall be admissible in all cases of promotion.

12. For the purpose of rules 4.4 and 4.13 of the Punjab Civil Services Rules, Volume I, the promotion of a clerk to the post of an Assistant and that of an Assistant to the post of a Deputy Superintendent or Superintendent Records, shall be deemed to involve the assumption of responsibilities of greater importance.

14. Leave and Pension:- In respect of leave, pension and other matters not specifically mentioned in these rules, members of the Service shall be governed by the relevant provisions of the Punjab Civil Services Rules, Volumes I and II as amended from time to time and also by the relevant provisions of the Constitution of India.

15. Leave reserve:- The service shall include a leave reserve in the cadre of clerks for filling vacancies arising from the promotion of members belonging of the posts mentioned in serial No.2 to 4 and 6 in Appendix 'A'.

16. Transfer of Stamp Auditor:- A person appointed to the post of a Stamp Auditor shall be liable to serve at any place in the State including the Financial Commissioners' Office, provided that he shall not be transferred to a post carrying less pay unless reduction, by way of punishment, has been ordered.

17. (I) Discipline, penalties and appeals:- In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the rules contained in Appendix 24 of the Punjab Civil Service Rules, Volume I, Part II, as amended from time to time, provided that the nature of the penalties which may be inflicted, the authority empowered to impose such penalties and the appellate authority shall such as specified in Appendix 'B'.

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall be as specified in appendix 'C'.

18. Vaccination:- Every member of the Service shall get himself vaccination or re-vaccinated when the Government so directs by special or general order. This rule shall not be applicable, except with their consent, to members of the Service who have entered Government service on or before the 8th March, 1926.

APPENDIX 'A'

(Referred to in rules 3, 11, 12 and 15)

Serial No.	Designation of post	No. of posts	Pay

Debitable to the head "25-General Administration-D-Secretariat and Headquarters Establishment-P-Financial Commissioners'

1.	Clerk of Court	1	Rs.300-15-405
2.	Deputy Superintendents	2	Rs.150-10-200/10-300 plus special pay of Rs.50 per mensem.
3.	Superintendent Records	1	Ditto
4.	Assistant including Cashier	33	Rs.150-10-200/10-300
5.	(i) Stenographers (ii) Stenographers	4 2	Rs.150-10-200/10-300 Rs.100-5-150
6.	Clerks	74	Rs.60-4-80/5-120/5-175 including 10 leave reserve clerks and one Nazir with a special pay of Rs.15 per mensem.
7.	Restorers	7	Rs.42 ½ -2-62 ½
8.	Potedar	1	Ditto

Debitable to the head "9-Stamp-A-Superintendent"

9.	Stamp Auditors	2	Rs.150-10/200-10-300
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Debitable to the head "25-General Administration-Copying Agency District Executive Establishment

10.	Stamp Auditors	1	Rs.160-10/200/10-300
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Debitable to the head "7-Land Revenue A Charge of Administration"

11.	Senior Revenue	2	Rs.116-8-180-250 plus special pay of Rs.15 per mensem in case the incumbents of the posts are drawn from the posts District Revenue Accountant.
12.	Junior Revenue Accountant	1	Rs.60-4-80/5-120/5-175 plus special pay of Rs.10 per mensem in case the incumbents of the posts are drawn from the posts of District Revenue Accountant.
13.	Clerk (Typist)	1	Rs. 60-4-80/5-120-5-175 plus special pay of Rs.15 per mensem in case the incumbents of the posts are drawn from the posts of District Revenue Accountant.

Debitable to the hand "7-Land Revenue Charges of Administration VII-Land Reclamation and protection of water logged areas"

14.	Head Clerk	1	Rs.80-5-110/5-150
15.	Clerk	2	Rs.60-4-80/5-120/5-175

APPENDIX 'B'

(Referred to in rule 17)

Designation of officials	Nature of penalty/order	Authority empowered to impose penalty/order	Appellate authority
(a) Clerk of Court Deputy Superintendent	(i) Censure (ii) Withholding of increments or promotions including stoppage at an efficiency bar. (iii) Reduction to a lower post or to a lower stage in the time-scale. (iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders. (v) Suspension. (vi) Removal from Civil Service which does not disqualify from future employment. (vii) Dismissal from the Civil Service which ordinarily disqualifies from future employment.	Financial Commissioner	Government
Superintendent (Records), Assistants, including Cashier, Stenographer, Stamp Auditor	(i) Censure (ii) Withholding of increment or promotion including stoppage at an efficiency bar. (iii) to (vii) as above.	Financial Commissioner	Government

APPENDIX 'B'

(Referred to in rule 17)

Designation of officials	Nature of penalty/order	Authority empowered to impose penalty/order	Appellate authority
(b) Clerks, Senior Revenue Accountant, Head Clerk, Waterlogging Section, Clerks, Waterlogging Section and Land Revenue Audit Agency	(i) Censure (ii) Withholding of increments or promotion including stoppage at an efficiency bar. (iii) Reduction to a lower post or time-scale or to a lower stage in a time-scale. (iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach or orders. (v) Suspension. (vi) Removal from Civil Service which does not disqualify from future employment under Government. (vii) Dismissal from the Civil Service which ordinary disqualifies from future employment.	Establishment Secretary	Financial Commissioner
Superintendent (Records), Assistants, including Cashier, Stenographer, Stamp Auditor	(i) Censure (ii) Withholding of increment or promotion including stoppage at an efficiency bar. (iii) to (vii) as above. Reduction to a lower post or to a lower stage in the time-scale. (vi) Recovery from pay of the whole or part of any	Financial Commissioner	Government

	<p>pecuniary loss caused to Government by negligence or breach of orders.</p> <p>(vii) Suspension.</p> <p>(vi) Removal from Civil Service which does not disqualify from future employment.</p> <p>(vii) Dismissal from the Civil Service which ordinarily disqualified from future employment.</p>		
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APPENDIX 'B'

(Referred to in rule 17)

Designation of officials	Nature of penalty/order	Authority empowered to impose penalty/order	Appellate authority
(c) Restorers Potedar	(i) Censure (ii) Withholding of increments, or promotion including stoppage at an efficiency bar. (iii) Reduction to a lower post or time-scale, or to a lower stage in a time-scale. (iv) Recovery from pay or the whole or part of any pecuniary loss caused to Government by negligence or breach or orders. (v) Suspension. (vi) Removal from Civil Service which does not disqualify from future employment under Government. (vii) Dismissal from the Civil Service which ordinary disqualifies from future employment.	Establishment Secretary or Assistant Secretary	Establishment Secretary
Superintendent (Records), Assistants, including Cashier, Stenographer, Stamp Auditor	(i) Censure (ii) Withholding of increment or promotion including stoppage at an efficiency bar. (iii) to (vii) as above. Reduction to a lower post or to a lower stage in the time-scale. (viii) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence	Financial Commissioner	Government

	<p>or breach or orders.</p> <p>(ix) Suspension.</p> <p>(vi) Removal from Civil Service which does not disqualify from future employment.</p> <p>(vii) Dismissal from the Civil Service which ordinary disqualified from future employment.</p>		
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APPENDIX 'C'

(Rule 17(2))

Designation of officials	Nature of penalty/order	Authority empowered to impose penalty/order	Appellate authority
(b) Clerks of Court	(a) Reducing the maximum pension or withholding the whole admissible under the rules governing pensions. (b) Terminating appointment otherwise than upon reaching the age fixed for superannuation.	Financial Commissioner	Government
Superintendent (Records), Assistants, including Cashier, Stenographer, Stamp Auditor	(a) to (b) as above	Establishment Secretary	Financial Commissioner
(b) Clerks Senior Revenue Accountant, Junior Revenue Accountant, Head Clerk, Waterlogging Section and Revenue Audit Agency	(a) to (b) as above	Establishment Secretary	Financial Commissioner
(c) Restorers, Potedar	(a) to (b) above	Establishment Officer or Assistant Secretary	Establishment Secretary

A.L.FLETCHER
Secretary to Government Punjab
Revenue Department.

WORK DISTRIBUTION LIST OF RULES BRANCH

Compiler-I

1. Revision of Punjab Commissioners' Officer Service (Class-III) Rules, 1976.
2. Formation of Punjab Commissioners' Office Service (Group-A)Rules, 2003.
3. Formation of Punjab Commissioners' Office Service (Group-B)Rules, 2003.
4. Revision of Punjab District Services (Class III) Rules, 1976.
5. Formation of Punjab District Services (Group-A)Rules, 2003.
6. Revision of Punjab Land Record (State Service Class III) Rules, 1976.
7. Revision of Standing order No.58 (Movement of Troops by Road.)
8. Revision of Punjab Financial Commissioner Office Hand Book.
9. Revision of Punjab Stamp Manual.
10. Revision of Registration Manual.
11. Revision of Land Record Manual.
12. Revision of Relief Manual.
13. Miscellaneous work.

Clerk

To diary and Dispatch and to get photostate of important letters.
To open new filed and typing work.

DISTRIBUTION OF WORK
D.M.I Branch

ER-I

- a) Allocation of funds to Deputy Commissioners, Disbursement of gratuitous relief to the flood affected people. Monitoring of expenditure and other related information from the Deputy Commissioners in connection with disbursement of gratuitous relief for the calamities covered under CRF Scheme except drought and hailstorms.
- b) Collection of data regarding damage by natural calamities and submitting of reports to Govt. of India and concerned quarters.
- c) All correspondence with Deputy Commissioners in connection with grant and disbursement of relief.
- d) Sending daily reports to Govt. of India regarding damage in Monsoon Season.
- e) Vidhan Sabha Questions and Assurance.
- f) Rail Fall Data.
- g) Tsunami.
- h) To supply statistical data from D.Cs to Economic Adviser office.
- i) Audit paras relating to the seat received from A.G. Punjab.

ER-II

- a) Formulating of policy and issue of instructions/guidelines regarding assessment and disbursement of relief on account of natural calamities and its interpretations and clarification.
- b) Preparation of memorandum for obtaining Central assistance from Govt. of India after collecting information regarding damage on account of natural calamities from the concerned departments/Deputy Commissioners.
- c) Allocation of Central Assistance and Monitoring expenditure by concerned departments out of Central Assistance and to Govt. of India. All matters regarding sanction and release of Central Assistance.
- d) Meeting of State Level Natural Calamities Relief Fund Committees.
- e) Flood protection works-Funds to Irrigation and other Departments.
- f) Emergency relief manual amendments and upto dating manual.
- g) Preparation of annual report for obtaining the relief fund from Govt. of India.
- h) Audit paras relating to the distribution of relief fund.
- i) Grant of gratuitous relief on account of hailstorms and drought.

ER.III

All Matters regarding

- a) P.A.C. relating to E.R. Branch.
- b) C.A.G. Report/paras relating to E.R. Branch.
- c) Audit paras received from Accountant General, Punjab relating to E.R. Branch.
- d) Vehicles of flood relief organization report and maintenance.
- e) Photostat Machine repair and maintenance.

ER.IV

- a) All matters relating to disaster Management, Punjab
 - i) Training for different disasters.
 - ii) Formation of disaster Management plans
 - a) State Plans
 - b) Departmental Plans
 - c) District Plans
 - d) City/ward. Block, village Planning.
 - iii) ESF Plans-all Departments
 - iv) S.O.Ps for different Disasters.
 - v) Setting up of SAR Teams, ToTs om MFR/CSSR.

- vi) D.M.A. Meetings.
- vii) Implementation of D.M. Act, 2005
- viii) Establishment of EOCs
- ix) All misc. matters-coordinating etc.
- x) All meetings/conference on D.M. issues.

ER-V

- a) All matters relating to flood preparedness and Flood protection measures, holding of meeting in this connection.
- b) Setting up of Flood Control Room and other allied matters relating to floods.
- c) All works relating to gazetteers unit including budget.
- d) All misc. work of Emergency Relief Branch.
- e) All Parliament/Rajya Sabha questions & Assurance etc.

ER VI

- a) All cases relating to border problems due to war-like situation on the international border with Pakistan.
 - b) Cases regarding grant of relief on account of damage due to fire of all the districts.
2. All matter relating to Boat Shed.
- a) Repair of Boats and other equipments.
 - b) O.B.M. engines.
 - c) Sanctioning of Bill POL/Electricity /Water etc.
 - d) Purchase of New Boats.

Note: i In addition to above, it is stated that Disaster Management is a new concept for which new Policy is to be evolved and necessary State, District, Departmental City, Village and ward level planning is required and plans are to be drawn. Hence, there is every likelihood of manifold increase of the work of this Branch in near future. This may be taken into consideration please.

No0te: ii Vidhan Sabha/Lok Sabha/Rajya Sabha question/assurances and TDP/Audit paras etc. relating to their seats will be dealt with by the concerned assistant.

DM.III Branch

In order to ensure the speedy disposal of cases of D.M. III Branch the following distribution of work with the officials is ordered with immediate effect:-

1.D.M.3

1. Policy regarding relief to the terrorist victims.
2. All matters regarding terrorists victims except public applications.
3. Matters regarding Blue Star Operation & Jodhpur detenues.
4. Policy regarding grant of employment to the eligible members of the riots/terrorist victims families (excluding applications regarding employment).
5. Updating of Manual of Instructions.
6. Matter regarding RTI Act, 2005.

2.DM.3

1. Policy regarding Rehabilitation of riots victims families.
2. All matters regarding riots victims besides submission of claims of employment & Rehabilitation before the State Level Committee.
3. Application received during Sangat Darshan Programme of Hon'ble C.M.

3 D.M.3 (vacant)**4 D.M.3**

1. Court Cases/Human Right Commission cases,
2. Question regarding Lok Sabha/Rajya Sabha/Vidhan Sabha.
3. All matter relating Directorate.
4. Assurances.
5. Miscellaneous Work

5. D.M 3

1. All matters relating to Budget.
2. Governor/Finance Minister's Addresses.
3. Audit Objections/Audit Paras/C.A.G.Para/P.A.C.
4. Regarding submission of claims of Rehabilitation of riot victims of the District level Committee before the State Level Committee.

6.D.M.3

1. Policy regarding Kashmir Migrants and all matters.
2. Matters regarding relief to the disasters of the war affected areas and their rehabilitation.
3. Maintenance of Store/Stock Register of Directorate.
4. Annual Administration Report.
5. Allotment of Houses/Booths/Plots.
6. Disposal of application regarding employment and terrorists affected.

Recorder

1. Recording of old files.
2. Opening of new files.
3. Up-Keeping of the old records (Year Wise and Assistant Wise.)

Diarist

1. To Diary the new receipt.
2. Movement of old files.

Clerk(Directorate)

1. To prepare pay Bills/T.A. Bills/contingency Bills & Type on Computer.

Clerk(Directorate)

To Assist all the assistants in their work as well as in typing.

Senior Scale Steno

1. Type work entrusted by Superintendent.
2. To update the leave account of the employees of the Branch.

TLSB BRANCH**S.A I**

- (1) Work related to Budget under Expenditure Head “ 201-Crop Husbandry 00-03”
- (2) Work related to Budget under receipt head “0049 interest receipt.”
- (3) Details of T-16 statements (Monthly details)
- (4) Monthly details regarding recover of fertilizers from peasants.
- (5) Quarterly report in r/o pending audit of Taccavi loans and inspections reports.
- (6) Audit and Inspection Notes of TOSD in r/o Taccavi loans.
- (7) Monthly details in r/0 income of copy branch .
- (8) Monthly and annually progress reports of recovery under different Heads.
- (9) Statistical data of income under head “0030-Stamp and Registration” from Deputy commissioners.

S.A II

- (1) All work related to the expenditure Head “2058- Printing and stationery.
- (2) All work related to the Receipt Head “ 0058-Printing and stationery.
- (3) All work regarding court cases registered against the orders of Collector in respect of Stamp under articles 47-A of Stamp Act.
- (4) All miscellaneous work of the branch and that work which is not covered under the distribution list.

S.A III

- (1) All regarding Expenditure head “ 2030-Stamp and Registration.”
- (2) All work regarding expenditure Head “0030- stamp and Registration except and statistics of income being received from Deputy commissioners.
- (3) Payment of bills for the printing of stamps from Nasik Road

(4) Details of T-25 statements.

Administration 1 Branch

1. Appointment/promotion/reversion of Under Secretaries/Deputy Secretaries/Under Secretary-cum-Registrar (PSS)
2. Appointment/promotion/reversion of Superintendent Grade-I/Private Secretaries/Personal Assistants and Superintendent Grade-II.
3. Appointment/promotion/reversion of Superintendent (Judicial).
4. Grant of leave to the Deputy Secretaries/Under Secretaries, Under Secretary-cum-Registrar/Supdt.G.I/Supdt.G.II/Private Secretaries and Personal Assistants.
5. Framing/amendment of Punjab F.Cs. Sectt.(Group A, B and C) Service Rules.
6. All other matters allied to Gazetted Estt.of F.Cs Sectt.
7. Posting/transfers of Deputy Secretaries/Under Secretary, Under Secretary-cum-Registrar/Supdt.(Judicial)/Supdt.G.I/Supdt.G.II/Private Secretaries and Personal Assistants.
8. Appointment/promotion/reversion of Senior Assistants.
9. Posting/transfers of Senior Assistants.
10. Grant of leave to the Senior Assistants.
11. All other matters concerning the establishment of Senior Assistants of Financial Commissioners' Sectt. Punjab.
12. Recruitment of clerks through recruiting agencies like S.S.S. Board, Employment Exchange etc.
13. Grant of leave to the Clerks.
14. Posting/transfers of Clerks.
15. All other matters relating to establishment of Clerks.
16. Recruitment/promotion/posting/transfer etc. of Steno-typist, Jr.Scale Stenographers, Sr.Scale Stenographers etc.
17. Grant of leave to Steno-typist, Jr.Scale Stenographers, Sr.Scale Stenographers etc.
18. Supply of information under RTI Act, 2005.
19. Proficiency step-up/ACPs.

Administration –II Branch

1. S.A.I

1. Pay Bills, Arrear Bills and G.P.F Bills of Gazetted officers.
2. Medical Bills of retired employees/officers
3. Bills of D.C.R.G, Bills for final payment of G.P.F and leave encashment bill.
4. Quarterly income tax report and annual computer media report.
5. Preparation of Income Tax form No:16
6. Preparation of Provisional Pension
7. Service Verification.

2. S.A.II

1. Appointments/postings of class IV employees
2. Promotions of below class III employees
3. Sanction of LTC to class IV employees
4. Annual increments of class-IV employees
5. Seniority list of class-IV employees
6. Providing benefit of military Service and sanctioning of family planning increment.
7. Court cases of class IV
8. Complaints and enquiries of class-IV
9. Maintenance of Service Books of class IV employees.
10. Annual Confidential reports of the employees below class IV and class III-Clerks.

3. S.A.III

1. Preparation of bills regarding House building advance, scooter advance, Computer advance of officers/employees.
2. To enter the details of advance deductions in the register.
3. To get no objection Certificate from Accountant General Punjab
4. To issue the Consolidated no objection Certificate.
5. comparison of interest with A.G Punjab.
6. Calculation of Interest.
7. To issue interest certificate for Income tax rebate
8. Details of advances of IAS/PCS officers sent to ASR cell.
9. Preparation of bills for sanction of LTC to officers/employees.

4. S.A.IV.

1. To enter the deductions under Group Insurance Scheme of officers/employees.
2. Sanction of the payment to officers/employees after retirement and death.

3. to send the quarterly and annually report of Group Insurance scheme to Pb. Treasury officer.
4. To send details of deductions of S.A.S Officers to Accounts branch.
5. Report regarding accounts of Group Insurance scheme.
6. Comparison of challans with treasury officer.
7. Details of challans of officers on deputation.
8. Miscellaneous work.

5. **S.A.V**

1. Duties of Chowkidars.
2. Cleanness and decoration of the officers rooms
3. Purchasing of official furniture.
4. To supply the furniture to officers and branches.
5. To supply miscellaneous items like class, duster etc. to officers and employees.
6. To maintain the stock register.
7. To supply uniforms to peons and chowkidars from time to time.
8. To supply electricity items to officers and employees as per requirement and to get repair work also.
9. To arrange the rooms for officers.
10. To arrange the passes for officers during Session of Vidhan sabha.
11. To arrange the requisite item as per the orders of higher officers/authorities.
12. File work such as to send the sanctions on bills of purchased items to treasury/
13. To send the broken material to Boat shed and auctioned.
14. To supply required material to other branches of this office, located at Mini Secretariat, Sector 1 and Sector 22 and do checking of chowkidars at night time.

6. **Junior Assistant & clerks**

1. Preparation of pay bills, arrear bills and G.P.F bill of employees of Financial Commissioner, sect.
2. Bills of final payment of G.P.F.
3. bills of DGRG and leave encashment
4. Quarterly Income tax report and annual computer media report.
5. Preparation of Income Tax form No.16
6. To prepare the bills of provision pension
7. Service verification
8. House Building Advance and scooter Advance to employees below class IV and class III clerks.

9. To give advance/loan to class iv employees for wheat, festival and for daughter's marriage

7. Junior Clerk

1. Preparing the bills of Petrol and repair of Govt. Vehicles.
2. Preparing telephone bills.
3. Contingency bill

8. Clerk

1. Preparing bills of Gazetted officers/employees.
2. Preparing Medical bill of Gazetted/non Gazetted officers/employees.
3. Preparing Medical bills of Gazetted/Non gazetted officers/employees.

Admn.III Branch

1.Admn.III

1. Maintenance of Service Books of Gazetted Officers.
2. Pay Fixation cases of Gazetted Officers and grant of annual increment.
3. Maintenance of Staff Cars.
4. Maintenance of accounts regarding expenditure on vehicles.
5. Liveries and Shoes issued to Drivers.
6. Payment of bills of P.O.L. and repair etc.
7. Pay fixation of retired gazetted employees due to pay set-up
8. Annual increment of steno/J.S.S./Drivers/Supdt.Grade.II/Ex-Cadre.

2.Admn.III

1. Installation of Telephones.
2. Making payment of telephone bills.
3. Issuance of clearance certificate in respect of Government accommodation.
4. Details of missing credit of licence fee of Govt. accommodation.
5. All complaints of telephones and all PBX telephones.
6. Finalisation of leave salary/pension contribution cases of the officers/officials on deputation.
7. Matters regarding House allotment in U.T., Punjab.

3.Admn.III

- 1 Preparation of Budget Head "2052", "2235-Medical Reimbursement to Pensioners, "2235-D.L.I." Besides this, sending the expenditure figures to Health Department and to Rural Department.
2. Reconciliation of accounts with Accountant General & Treasury Office Punjab.
3. Maintenance of Service Books of Clerks.
4. Pay Fixation/Prop.cases of Clerks.
5. Grant of annual increments of clerks.
6. Settlement of Audit Paras etc.

4.Admn.III

1. Pension cases of all officers/officials.
2. Maintenance of Service books of Senior Assistants.
3. Grant of annual increments of Sr.Assistants.
4. Pay fixation of Senior Assistants.
5. Misc.categories(Computers, Mechanic, SRA/JRA/Editor, Draftsman-cum-Storekeeper, Water logging Asstt. And Spray Painter.
6. Maintenance of Service Books of Steno/J.S.S./Drivers/Supdt.Grade.II.Ex-Cadre.

5.Admn.III

- 1 Reimbursement of Medical claims of officials.
2. Payment orders of contingent bills.
3. Maintenance of Service Books and pay fixation/prop. Cases of S.S.S./PAS.
4. Permission for purchase of moveable/immoveable property.
5. Misc.works.
6. Grant of annual increments of SSS/PA.
7. Reg. Dependent certificate.
8. Reimbursement of medical claims of retires (Non-Gazetted).

Clerk

1. Diary
2. Recorder.

Clerk

For assistance to II.Admn.III for telephone works.

Admn.IV Branch

1. Admn IV

1. Creation of posts
2. Continuation of temporary posts.
3. Scooter advance
4. House building advance.
5. Cadre Strength of F.C. Secretariat
6. Establishment of State Editor Gazetteers, Senior Editor, Editor & Compilers (including ACRs & grant of benefits under ACP Schemes)

II. Admn IV

1. Medical Reimbursement of all working, retired gazetted officers including I.A.S./P.C.S. Officers.
2. Maintenance of G.P.F. A/Cs of all class IV employees, allotment of G.P.F. A/Cs numbers etc.
3. Final payments to class IV employees
4. Dependent certificate to all gazetted officers.

III. Admn. IV

1. G.P.F. advance to all categories.
2. Permission to higher qualification.
3. Establishment of Senior State Counsel, Chief Stamp Editor, S.R.A., J.R.A., Spray Painter, Water logging Assistant, Mechanic, Draftsman-cum-Artist.
4. Standing orders.
5. Property returns.

IV Admn IV

1. Removal of anomalies in the pay scale of all the officers/officials of F.C. Secretariat.
2. Establishment of Drivers of F.C. Secretariat (including appointment, ACRs and grant of benefits under ACP scheme)
3. Coordination of branches of Admn. I, II, III of F.C. Secretariat.
4. Misc. works.
5. Honorarium to all employees of F.C. Secretariat.
6. Intimation for making passport for official/officers of F.C. Secretariat.

V Admn. 4

1. Maintenance of G.P.F. A/c of class I, II and III employees of F.C. Secretariat.
2. Allotment of G.P.F. numbers.
3. Final payment of G.P.F. to class I, II and III employees of F.C. Secretariat.

VI Admn IV

Circulars are to be dealt by her.

Record Branch

Distribution list of Record Branch

W.I

1. Weeding out atleast 'B' proceeding. 40 files per da:-
 - a) By examining/studying (to see as to whether these files are retains able or destroyable) in light of instructions of Administrative Reform Department & Chapter X of Secretariat Manual.
 - b) Each file is scrutinize by the Assistant of this branch as per Admn. Reform Deptt. & in corporated these files in the list of file by putting the signature on, as well as cover of the files with rubber stamp.
 - c) Assistant maintain review/progress register and in corporated the file in the register.
 - d) Twice in a month fortnightly report are prepared by the Assistant same are put up to the branch officer on every fortnightly.

1. Weeding out atleast 'B' pr 'C' proceedings 40 to 80 files per day (As above a to d)
 2. Weeding out atleast 'B' proceedings 20 files per day (As above a to d)
 3. Revision the work of F.C.Office hand book.
 4. Compilation of weekly reports recorder and diarists of all branches:-
 - a) To get reports of 48 branches of office.
 - b) To reminder the defaulters
 - c) On receipt of the information to scrutinized the same to found deference of any.
 - d) To make comparative statement.
 - e) Checking of all branches of F.C.Sectt. To expedite consignment.
- R II
1. Distribution of circular letters to entire F.C. Sectt.
 2. Continuation of temporary post of in the record branch.
 3. Issuance of reminder regarding return of file issued from the record room.
 4. Maintain leave accounts of Record branch and Record room.
 5. Submission of monthly report of the late comers.
 6. Submission of report regarding storing/weeding out record by the branches.
 7. Checking of files consigned to record room for their proper arrangements in racks.
 8. Weeding out the old record, old dairy, dispatch, movement and attendance registers, F.C. Sectt. According to their time limit.
 9. Miscellaneous Work.
5. Librarian of their bills.
1. Purchase of books, periodicals, Newspapers, maps and payment of their bills.
 2. Sale of waste papers of newspapers, periodicals and old book.
 3. Circulation of periodicals, Gazetter amongst officers and branches.
 4. Typing out of correction slips and pasting the same in relevants books.
 5. Issue of books of officers/Officials.
 6. Ordinary binding of books/registers.
6. Store Keeper from the press.
1. Drawl of stationary, forms, calendars diaries and rubber stamps
 2. purchase of Rubber stamps and Artmaterial.
 3. Distribution of stationary amongst officer/officials.

Jagir Branch**J-I**

1. All matters relating to the Punjab resumption of Jagir Act, 1957(Except the payment of Jagir money to surviving Jagirdars).
2. Budget matters including provision of funds under Head "3604-minor head-03-Interest on Trust Deposits" and Minor Budget head "2049-Interest payable to jagirdars."
3. Revision of Standing order No.7 and Punjab Public Premises Act,1973.

(Amendments only)

4. The Punjab Religious Premises and Land(Eviction & Rent Recovery) Act,1997.
5. All miscellaneous references of the Branch and circulars.
6. All references not covered under the Distribution list.

J-II

1. Appointment/Removal of Mohatmims of religious Institutions managed by Government under F.C.'s Standing Order No.7. Old disputed cases of Religious Institutions-Matters relating to managed religious Institutions.
2. Resumption of Muafi under Farman-e-Shahi of PEPSU STATE (1921)
3. Grant-in-aid to Rouza Sharif, Sirhind.
4. All matters including court cases of Dharamarth lands and properties of the Erstwhile Pepsu State;
5. Court cases relating to Punjab Resumption of Jagir Act, 1957.
6. Disputes relating to the lands attached with Religious Institutions.
7. Cases of Kali Mata Mandir, Patiala.

J.III

1. All matters connected with the Dharamarth Institutions controlled/owned by the Government.
2. Establishment of Dharamarth Staff.
3. Transfer of Religious Institutions owned by Government.
4. Tentative Draft paras and Audit and Inspection Notes including P.A.C. matters.

Issue and Circulating Branch

1. Regarding extending Annual Maintenance Contract of Photostat Machines, Fax Machines, Duplicating, Duplo and Franking Machines.
2. Regarding purchase of Photostat Machines, Fax Machines, Duplicating, Duplo, Franking, Typewriter etc.
3. Regarding condemnation of Fax Machines, Duplicating, Duplo, Franking Machines and Typewriters.
4. Regarding disposal of complaints in respect of Photostat Machines, Fax Machines, Duplicating, Duplo, Franking Machines and Typewriters
5. Misc. work of Branch
6. Regarding monthly and annual bills of machines.
7. Disposal of dispatch work on the same days of all branches (Except Sales Tax and V.O. Branch)
8. Regarding impressioning by Franking Machines on Despatched envelopes, Registries/Parcel and ordinary dak.
9. Regarding marking and diary of letters received from outside and disbursing Regd. Letters to concerned branches.
10. Type work of English, Punjabi of the files received from all branches.
11. Photostat work of General pool Machines on demand and reconciliation of daily reading of this machine.
12. Over all supervision of all the members issue and circulating branch.

Accounts Branch**Expenditure Budget:**

1. 2053-District Administration-101-Commissioners (Establishment).
2. 2235-Social Security and Welfare Programme-200-other Scheme-04-Reimbursement of Medical Expenses to Government of Punjab, Pensioners.

Receipt Budget

1. 0029-Land Revenue.
2. 0070-Other Administrative Services-01-Administration of Justice-501-Services and Services Fees.
 - i) 01-Court fee received in cash.
3. 0070-Other Administrative Services-60-Other Services-800-Other receipts.
 - i) 01-Leave Salary Contribution.
 - ii) 02-Copying Agency Accounts Tax.
 - iii) 03-Kutrhcery Compounds Receipts.
 - iv) 08-Fees for Examination of Tehsildars, Naib Tehsildars and Kanungo.
4. 0075-Miscellaneous General Services.
 - i) 105-Sale of Land and Property.
5. 0250-Other Social Service-800-Other Receipts-03-Dharmarth.
6. 0406-Forestry and Wild Life-02-Environmental Forestry and Wild Life-112-Public Gardens.

Other Work

1. Providing of Vehicles to Commissioners/D.C's and Other Revenue Officers under District Administration.
2. Typewriters for District Establishment.
3. Reconciliation of Accounts under Head "2053-District Administration-093-District Establishment & 101-Commissioners."
4. Issue of general instructions to Commissioners, Deputy Commissioners etc., for submission of Budget Estimates.

(A-2)**Expenditure Budget**

1. 2053-District Administration-03-District Establishment.
2. 2053-District Administration-8---Other Expenditure.
3. 2406-Forestry and Wildlife-02-Environmental Forestry and Wildlife-112-Public Gardens.
4. 2235-Social Security & Welfare-60-104-01-Deposit Linked Insurance Scheme-Government Provident Fund.

Other Works.

1. Telephones to Commissioners/Deputy Commissioners/Field Level Revenue Officers.
2. Annual Mutation Fee Statement.
3. Recovery/Writing off of Land Revenue in respect of evacuee land.
4. Statement of amount of land revenue for which book credit is to be given to Irrigation Department.
5. Statement showing the income from sale of wasteland directly benefited by Minor Irrigation Works.
6. Purchase of Stores.

(A-3)

1. Suspension/Remission of land revenue due to Natural Calamities.
2. Rent Rolls of Fixed Land revenue and other allied statements.
3. Complaints/petitions regarding recovery and accounts of land revenue.
4. Settlement of Inspection Reports/Audit Objections.
5. Audit and inspection notes of Tehsildars on Special Duty (Land Revenue only)

(A-4)

1. Supplementary Grants under Demand No."22-Revenue and Rehabilitation."
2. Re-appropriation order under Demand No."22-Revenue and Rehabilitation."
3. Monthly statements of Land Revenue Receipts-0029-Land Revenue.

4. Reconciliation of receipts under Head "0029-Land Revenue" with the A.G.Punjab.
5. C.A.G.Report (concerning only Land Revenue in proforma 3, 5 and 6).
6. Land Revenue and Abiana Accounts-Haul Tauzi.
7. Preparation of paras 3, 4, 5 & 37 for Annual Land Revenue Administration Report.
8. Standing Orders 30, 31 etc. Policy regarding.
9. Collection of information about local rate.
10. Printing Account Forms.
11. Coordination work of Non-Plan Budget, Plan Budget and continuation of posts relating to Revenue Department.
12. Miscellaneous works, circular etc.

ACCOUNTS BRANCH

**(A-5) DIRECTLY ATTACHED WITH ASSISTANT CONTROLLER
(FINANCE AND ACCOUNTS)**

There is one post of Assistant Controller (Finance and Accounts), in Revenue Department. The incumbent of this post deals with Budget/Accounts matters relating to Calamity Relief Fund. A Senior Assistant (A-V) Accounts Branch is directly attached with the above officer. His (A-V) all work/cases are not routed through Superintendent, Accounts Branch or the Officers-in-Charge of Accounts Branch (i.e. Under Secretary/Additional Secretary etc.).

**Following are the subject matters/work being dealt by this Senior Assistant (A-V:-
(A-V)**

1. Expenditure Budget under Head "2245-Relief on Account of Natural Calamities."
2. Allotments of funds to Divisional Commissioners/Deputy Commissioners on Natural Calamities.
3. Tentative Draft Paras received from Accountant General (Audit), Punjab relating to Natural Calamities.
4. Constitution of Calamity Relief Fund and Investment of Fund in Bank.
5. Issue of sanctions of Calamity Relief Fund to Deputy Commissioners and other Departments.
6. Obtaining of Utilization Certificate of Calamity Relief Fund.
7. Issue of sanctions to A.G., Punjab U/H "8121-General and Other Reserve Funds."
8. Correspondence with Government of India and Banks for investment of Funds."
9. Budget relating to 2049-Interest payments-relating to Natural Calamities Budget.

R.E 1 Branch**1 R.E. 1**

1. Recruitment to the post of Tehsildars.
2. Promotion of Naib Tehsildars as Tehsildars.
3. Appointment by transfer as Tehsildars.
4. Seniority, posting, transfers, Deputation retirement etc. of Tehsildars.
5. Preparation of gradation list of Tehsildars.
6. Grant of leave to Tehsildars.
7. Grant of Proficiency step up to Tehsildars.
8. Obtaining of approval of the suitability of promotee and transfer of Tehsildars from PPSC.
9. Joint Seniority list of Tehsildars/Naib Tehsildars of all Divisions.
10. Grant of advance to Tehsildars inclusive G.P.Fund.
11. Medical claim of Tehsildars/retired Tehsildars/DROs.
12. Policy instructions regarding sale of Red Cross tickets.
13. Nomination of Revenue Officers to PCS and Court cases relating to PCS nomination.

2 RE II

1. All matters relating to Naib Tehsildars except these allotted to other Asstt.
2. Court cases arising out of dismissal/removal from service, recruitment of Naib Tehsildars.
3. Conferment of powers on the Revenue Officers.
4. All reports pertaining to Naib Tehsildars.
5. Complaints, enquiries of Naib Tehsildars of Patiala and Jalandhar Division.
6. Promotion of Kanungo as Naib Tehsildars,
7. Appointment by transfer as Naib Tehsildars.
8. Divisional-wise seniority of Naib Tehsildars.
9. Posting/Transfers and Deputation of Naib Tehsildars.
10. Grant of Proficiency step up to Naib Tehsildars.
11. Medical claim of Naib Tehsildars/retired Naib Tehsildars.
12. Property return cases of Naib Tehsildars of Patiala and Jalandhar Division.

RE-IV

1. Departmental Examination of Tehsildars and Naib Tehsildars.
2. Completion of service books of Tehsildars.
3. Completion of service books of Distt. Rev. Officers.
4. Complaints and enquiries of Naib Tehsildars of Faridkot and Ferozepur Division.
5. Training of Revenue Officers.
6. Refresher courses of Tehsildars/ Naib Tehsildars.
7. Amendment in the Departmental Rules and Regulations.
8. Grant of Honorarium.
9. Cases of Property Returns of all Tehsildars and Naib Tehsildars of Faridkot and Ferozepur Divisions.
10. All misc.work.

RE V

1. Maintenance of ACRs of all Tehsildars and DROs
2. Pay fixation of Tehsildars/DROs
3. Pension cases of Tehsildars/DROs.
4. Maintenance of GPF/GIS of Tehsildars/DROs
5. Estt. Work of DROs.
6. Complaints/Enquiries/Disciplinary matters and property returns pertaining to DROs.

RE VI

Complaints and Enquiries of Tehsildars (A to R)

Revenue Establishment II Branch

Sr. Assistant 1 RE II

1. Creation and re-organization of District/Tehsil/Sub-Tehsil/Villages etc.
2. Creation of posts class-III & IV (only Ministerial staff) in new Distt./Tehsil/Sub Tehsil in the State.
3. Medical Re-imburement bills of all officials/officers including retirees in the state.
4. Tour Programme of all the Commissioners in the state.

Sr. Assistant 2 RE II

1. All type of Misc.work co-ordination work, weekly arrear reports of all Assistants.
2. P.A.C. and Tentative Drafts Paras.
3. Kutchery Compound Fund Rules, 2003.
4. Creation, continuation and reduction of posts in all District/Divisional Establishment in the state.

Sr. Assistant 3 RE II

1. Construction and repair or Distt. Administrative/court complexes, Tehsil Complexes and residential buildings of officers and S.N.E. thereof.
2. Inspection notes of the Commissioners, District Offices, Revenue assistant, Revenue courts, SDO (C) and D.C's including District Nazirs and all the higher officers.

Sr. Assistant 4 RE II

1. All matters/cases pertaining to establishment, complaints and court cases etc. of Ministerial Staff of Partial area Ropar Division alongwith the Deputy Commissioner's offices of this Division.
2. Monthly Progress reports concerning all subjects received from the DC/Commissioners of the Division in the state.
3. Fort-nightly progress reports concerning all subjects received from the DC/Commissioners of the Division in the state.
4. Amendment in the Punjab Commissioners offices (State Service Class-II) Rules, 1976.

Sr. Assistant 5 RE V

1. All matters/cases pertaining to Establishment complaints and cases etc. of ministerial staff of Jalandhar, Ferozepur and Faridkot Divisions alongwith the Deputy Commissioner's offices of the Divisions.
2. Demands of Punjab State District (DC) offices Association.
3. Amendment in the Punjab District Service Class-III Rules, 1976.

N.B:- Assurances and assembly questions are to be dealt with by assistants concerned with their subjects.

STAMP AND REGISTRATION BRANCH

ST-I

1. The Registration Act, 1908 (All matters except uddet matters)
2. The Punjab registration Manual, 1929 (All matters)
3. The Punjab Document-Writers Licensing Rules, 1961 and matter about Document-Writers.
4. Parliament/Assembly business relating to the allotted subject on the seat.
5. Inspection Notes of Registration Offices by I.G.R.
6. Transfer of Property Act (Registration aspect only)
7. License of Stamp vendors.

ST-II

1. The Indian Stamp Act, 1899 (All matters except Budget matters)
2. The Punjab Stamp Manual, 1934 (All matters)
3. Exemption from Stamp Duty (Registration Fee also in case of combined Case)
4. Parliament/Assembly business relating to the allotted subject on seat.

ST-III

1. Annual Stamp Report under the Indian Stamp Act, 1899.
2. Parliament/Assembly business relating to the allotted subjects on the seat.
3. All cases regarding consolidated stamp duty for issuance of Debentures and Share Certificates and Life insurance consolidated stamps.
4. Mega Projects relating to Industries/PUDA/Agro Industry.

ST-IV

1. Follow up action in regard to Audit notes and recovery of deficiency pointed out by the Auditors of Finance Department. He will also attend to all matters pertaining defunct Audit Agency of the Revenue Department.
2. All refund cases of stamps.
3. Probate cases.
4. The copying Agency Act/Punjab Copying Agency Manual including proposal concerning installation of Photostat machine.

ST-V

received from the Accountant

1. Follow up action all the Audit Notes and Draft Paras General, Punjab.
2. All miscellaneous references and circulars of the branch.
3. Court Fees Act, 1870 (All matters)
4. The matters relating to writing off/loss of stamps even while in transit from Nasik Road (including damage of stamps write off the amount).
5. Shortage/surplus stamps/monthly statements of plus & minus relating to stock of stamps in the Treasury.

ST VI

1. Embossment of documents (including indents of adhesive stamps purchase and installation of embossing machines at the State Headquarters/Divisional Headquarters and District Level etc.)
2. All matters concerning Pubic Accounts Committee (including quarterly Progress Reports of paras of various reports of Public Accounts Committee).
3. Supply of stamps to Treasuries including quarterly indents and all other matters relating to stamps.
4. Simple complaints.

Land Revenue Branch

LR-I

1. Land Acquisition Act, 1894 and all matters connected therewith and Land Acquisition Organisation.
2. F.C.'s Standing order No.28 regarding Land acquisition.
3. Para 20 & 22 Annual Administration Report of the Revenue Deptt.

LR-II

1. The Punjab Restitution of Mortgaged Land Act, 1938.
2. The Punjab Redemption of Mortgages Act, 1913.
3. Issuing of instructions relating to succession to Agricultural Lands under the Hindu Succession Act, 1956.
4. Refund of amounts credited to Revenue Heads of Accounts before 14th August, 1947 (for partition Branch).
5. Progress report in respect of preparation of Jamabandis.
6. Copying and inspection fees for patwaris records and mutation fees.
7. Central policy under the Land Revenue Act.
8. Printing of land Administration Manual.
9. Quarterly statement relating to the transfer of property under the Estate Duty Act.
10. Committee on improvement of Agricultural Statistics.
11. Scheme regarding change over in Revenue Records.
12. Village Directories.
13. Alluvion Dilluvion Land.
14. Encroachment of village roads.
15. Punjab Land Revenue (Appeals and Proceedings, Disposal and Restoration) Act.
16. Allotment of sterio No. to Standard Revenue Form.
17. Printing of P & K forms.
18. Lease of land and para 9, 24, 27, 28 of Annual Administration Report & para 16, 17, 18, 19, 23, 25 & 35 and statements No.XVI-XVII.
19. Record of rights including Jamabandis (Girdawaries) paths, Demarcation, Mutations, etc.
20. Petitions under the Land Revenue Act.
21. Statement/Review on the disposal of contested a uncontested mutations decided by various Revenue Officers.
22. Complaints.

LR.III

1. Sale/allotment of Nazool Lands except Civil suit/writs.
2. Allotment of inferior Evacuee Lands.
3. Allotment of donated Land to soldiers.
4. Sale/Transfer of Govt. Land to institutions/organizations/Central Govt. etc. (other than State Govt. Deptt.)
5. Inter-State boundary disputes.
6. Indo-Pakistan border disputes.
7. Head '71-Misc., K-30 'Expenditure on the resettlement of Indian families whose land in inadverso possession of Pakistan.

LR.IV

1. Lambardars (Rule 14-37 of Land Revenue Rules) village Officers case and Chowkidars.
2. F.C.s Standing order No.20 relating to Lambardars.
3. F.C.'s Standing Order No.29 (Co-ercive precesses & writ petitions of Lambardars arising therefrom.
4. F.C.'s Standing Order No.64.
5. Revenue Recovery Act, 1890.
6. Patiala Recovery of State Dues Act.
7. Abolition of Mulba cases Act.
8. Abolition of Vilage Cases (Kuri Kamini) Act.
9. Northern India Canal Drainage Act and S.O. No.63.
10. Bringing Land Revenue rates of erstwhile Papsu at par with Punjab.
11. Paras 1, 2, 6 and 12 of the Annual Administration report of the Revenue Deptt.

12. Para 7 & 8 of the Annual Administration report.
13. Introduction of Regional Languages in the State-Translation of Acts, Rules and Manuals.
14. Misc. correspondence regarding Income Tax.
15. Railway level crossings.
16. Seasons and Crop Report.
17. Supply of Maps.
18. Statement of unification of Laws dealt with in the Land Revenue Branch.
19. Partition cases.
20. All misc. work not concerning other Assistant in the Branch.
21. Hidayat No.776 issued by the Ex-Ruler of erstwhile State of Patiala relating to Levy of Brick Kilns.
22. Change of name of Villages.
23. Complaints.
24. Metric system.

LR V

1. All court cases.
2. Collection of data for the Finance Commission in respect of Land Revenue Branch.
3. Keeping Master copy of the Land Revenue Rules-Allotment of Correction slips thereof.
4. Amalgamation/adjustment of State Boundaries including amalgamation/bifurcation and formation of new estates.
5. Annual Administration Report of Revenue Deptt. Compilation and printing thereof.
6. Transfer of Land from one Deptt. to another under para 6 of the Standing Order No.28.
7. Punjab Preemption Act 1913.
8. Debtors Protection Act (Lapsed)
9. Petitions/Complaints regarding payment of compensation under the Land Acquisition Act.
10. Disposal of acquired land surrendered by the Deptts. under para 87 of S.O.No.28
11. Industrial Disputes Act-Employees State Insurance Act.

Note:- 80 CPC notices to be dealt with by the Assistants concerned with the subject matter.

CONSOLIDATION BRANCH

CH I

1. All establishment matters of Revenue Kanungos.
2. CAG/PAC Matter.
3. Commercial Crops Cess Act.
4. Regarding Land Revenue and
5. Reg. Change in Patwar/Kanungo Cicles.

CH II

1. Scheme regarding Computerization of Land Records.
2. Strengthening of Revenue Administration and Updating of Land Records.
3. Patwarkhana at Focal Points/Kanungo Circle.
4. 10th Finance Commission.
5. Plan Budget pertaining to Centrally sponsored Schemes of SRA & ULR & CLR.
6. All matters relating to PLRS.
7. Providing of Computer to the officials/officers of FC's Sectt.Punjab.

CH III

1. All Establishment Matters of Revenue Patwaris. (Except complaints of Patwaris from public.

CH IV

1. All Establishment Matters of Consolidation Directorate.
2. Complaints of Revenue Patwaris.
3. Miscellaneous Work.

CH V

1. All Establishment Matters of Director Land Records, Punjab, office.
2. Regarding Consolidation Work.
3. Bachat Land Matters.
4. Non-Plan Budget.

Policy and Legal Branch

- PL 2
- i) Vidhan Sabha matters and parliament matters.
 - ii) Receipt Budget 0-235-Social Security & Welfare.
 - iii) Realisation urban demand.
 - iv) Department cases of old staff/retired staff of the Rehabilitation Department.
 - v) Misc.work and complaint of staff at Headquarter.
 - vi) Cases of transfer of land on negotiation basis
 - vii) Audit notes and PAC paras.
- PL 3
- i) All cases regarding allotment/cancellation of land under D.C. (C & R) Act and Package Deal Property Act 1976.
 - ii) General Complaints of land allotment.
- PL 4
- Litigation work/Court cases under D.P.(C & R) Act and Package Deal Property Act 1976 in respect of Distt. Muktsar, Faridkot, Bathinda, Sangrur, Fatehgarh Sahib, Kapurthala, Gurdaspur, Moga, Barnala & Tarntaran & Mansa.
- PL 5
- Litigation work/Court cases under D.P.(C & R) act and Package Deal Property Act 1976 in respect of Distt Ludhiana, Mohali Jalandhar, Patiala, ferozepur, Nawan shahar, Amritsar, Hoshiarur, Ropar.
- PL 8
- i) All work related to Pepsu Township Development Board and allied matters
 - ii) Amendment of Acts/Rules relating to Rehabilitation Deptt. and issue of policy/instruction, Advice/clarification etc.
 - iii) All RTI & Sangat Darshan cases under D.P.(C & R) Act and Package Deal Property Act.
- Record Keeper-4
Record Keeper of PL-3 & PL-8
- Record Keeper-2
Record Keeper of PL-2, He will assist PL-5 & 4 in court matters. Custodian and Reader of M.O. cases and Copying Agent of this branch.
- Record Keeper-3
Record Keeper of PL-4 and PL-5
- Clerk
All type work of the branch and sorting of dak etc. of the branch.
- Steno typist
Attached with Superintendent Policy & Legal branch, and diary of the branch.

Excise and Taxation I-Branch

S.A I

- (1) Establishment of class I and II officers i.e direct recruitment/promotion/transfer/benefits of military service and court cases / representations related these subjects.
- (2) Cases related to the change of dates of birth of class I and II officers.

S.A II

- (1) complaints/ disciplinary proceedings against class I and II officers.
- (2) Work regarding dismissal and reinstatement from service of class I and II officers .

(3) Cases related to the class I and II officers Premature retirement and continuation them in service after attaining the age of 50-55 years.

S.A III

1. To take buildings on rent for excise and taxation Commissioner office and sub-office.
2. Issue Sanctions for purchasing staff cars/Stationary/Photostate Machine/Computer and typewriter etc. for the office and sub office of the Excise and Taxation commissioner.
3. To make provision for providing office/residential phone/mobile phone facility for the officers of Head office and sub office .
4. All work relating to annual confidential reports of class I and II officers.
5. Sanction for the computers for head office and sub office alongwith the staff appointed on contract.
6. Sanction for other expenditures.
7. Court cases related to abovesaid subjects.
8. Cases related to the nominations of IAS/PCS among Excise and Taxation officer/Deputy Excise and taxation Commissioners

Excise and Taxation-II BRANCH

1. **S.A.2(6)**
 1. All periodical Statements under various Acts and Rules.
 2. State level/District level State Advisory Committees .
 3. All matters relating to Central Sales Tax Act 1956 and Rules framed there under .
 4. Revision of Sales Tax and Complaints regarding Sales Tax cases.
 5. Property returns of the departmental officers whose names begin from 'H' and 'J' (including loan and advances)
2. **S.A.2(7)**
 1. All work relating to Punjab Value Added Tax Act, 2005
 2. All work relating to Punjab Value Added Tax Rules, 2005
 3. Formation and Continuation of the posts of Vat Tribunal
3. **S.A.2(8)**
 1. Policy/amendment of Punjab Excise Act 1914.
 2. Punjab Liquor Licences.
 3. Complaint regarding closing/shifting of Excise Liquor Vends.
 4. Work relating to Punjab restaurant(consumption of Liquor) rules 1955.
 5. The Punjab Excise Fiscal Orders 1932
 6. The Punjab Excise Powers and Appeal orders 1956

7. The Punjab Distillery Rules, 1932
8. the Punjab Spirituous preparation Bonded ware house Rules 1939.
9. the Punjab liquor Definitions, 1954
10. Excise barriers 1955
11. The Punjab Intoxicating spirituous preparation ,.Import, Export, transport and Sales Rules 1952
12. The Punjab Excise Bottles Rules, 1963
13. The Punjab Intoxicants Confiscation on Rules 1955
14. The Punjab Intoxicants Licence and Sales orders 1956
15. The Punjab Brewery rules, 1955
16. The Punjab Liquor permit and pass Rules 1932
17. Molasses Act/Molasses policy state level.
18. property Returns of departmental officer whose names begin from 'K' to "S"(including loan and advances)

4. **S.A.2(9)**

1. Entertainment Tax Act and rules framed thee under.
2. The Cinematograph shows Act and rules frame there under.
3. The Punjab Motor spirit Tax Act and rules framed there under.
4. Recruitment/Promotion/postings/transfer of class 3 and 4 employees of the department.
5. Disciplinary action cases against class III and IV employees.
6. Suspension cases of class III and class IV employees of the department.
7. Seniority lists of class III and Class IV employees of department.
8. Cases/appeals against adverse remarks in the Confidential reports of non-gazetted staff of department
9. Property returns of the officers of department whose names begin from 'A" TO "C' (including Loan nad Advances)

5. **S.A.2(10)**

1. Selection grade to class-III and IV employees of the deptt.
2. Inquiries and complaints cases of class III and IV empolyees of deptt referred by the vigilance deptt.
3. Cases relating to the retirement of non-gazetted employees of the deptt
4. Service rules and Confirmation of nonGazetted Staff of deptt.
5. Matters relating to pension/gratuity/family pension/commutation of pension and property of non gazetted staff of deptt.
6. Miscellaneous work of Excise and Taxation Branch and Coordination work.
7. Prosecution Sections in the court Cases relating to non-gazetted staff.
8. work relating to the recommendations of Pay Commissioners regarding no-gazetted staff.
9. Cases relating to nomination of P.C.S among the Non-gazetted staff.

10. property returns of the officers whose name begin from 'd' to 'G'
(including loan and advances).

6. **S.A.2(12)**

1. Matters relating to Policy/amendment under Punjab General sales tax Act 1948, such as:-
 1. Cases relating to Sales Tax check barriers.
 2. Rewards to the informer as per rules based on information.
 3. Other matters related to Sales Tax.
2. Remission of sales tax balance under central sales tax Act and Punjab General.
3. DETC special cell
4. Incentives/Electronic Policy/Industrial Policy
5. Proficiency step-up cases of non gazetted staff
6. Cases related to payment of medical expenditure of non gazetted staff
7. G.P.F accounts, advances and final payment of non gazetted staff.
8. House building loans and other loans in respect of non-gazetted staff.
9. Property returns of the officers of the departments whose name begin with letter T to Z.

RURAL DEVELOPMENT ESTABLISHMENT 1 BRANCH (R.D.E.1)

- RDE 1 Appointment of BDPOs, Confirmation & fixation of seniority, permission from PPSC of their qualifications of BDPOs and property returns and permission of sale/purchase etc. of property. Promotion and transfer of BDPOs.
- RDE 2 Completion of ACRs of BDPOs, confirmation of probation, case of proficiency step-up & dealing of cases of higher/Sr.scale. Pension cases of BDPOs (A to D). Issuing of salary slips & sanction of leave, Misc.work of branch and court cases of BDPOs.
- RDE 3 Affairs of action of complaints against BDPOs (L to Z) and issuing of salary slips of said officers (O to Z). Preparation of pension cases etc.
- RDE 4 Affairs of actionof complaints and enquiries against BDPOs (A to K), issuing of salary slips of said officers (E to N), Preparation of pension cases. Court cases & issuing of higher scale and sanction of leaves.

Rural Development Establishment-II Branch..

1. **S.A.(E-I)**
 1. All matters relating to establishment of Gram Sevika (Males)
2. **S.A.(E-II)**
 1. All matter relating to establishment of Gram Sevikas (female)/Mukh Sevikas.
3. **S.A.(E-III)**
 1. Establishment of clerks and steno's.
4. **S.A.(E-IV)**
 1. Establishment of peons including miscellaneous work of the branch..

RDE III BRANCH (Rural Development and Panchayats)**1.S.A**

- (1) All matters (except medical claim) related to controller Panchayat finance, Assistant Controller panchayati Raj, Economist, Research officer, Senior instructor, Reader SIRD Nabha.
- (2) Annual Confidential reports of District Development and Panchayat officer, Deputy Director/Joint Director and Additional Director.
- (3) All matters related to pay fixation. Pension, leave encashment etc of DDPO, Deputy Chief Executive officer, Deputy Director, Joint Director and Additional Director.
- (4) Grant of casual or earned leave of class I officers posted at state Head Quarter.
- (5) Property returns of DDPO, Deputy Director, Deputy Chief executive officer and Additional director.

2. S.A

- (1) All matter related to Development officer (Women Programme) and Deputy Director (W.P)
- (2) General complaints against DDB, Deputy Chief Executive officer, Deputy director, Joint Director and Additional Director.
- (3) Matters concerning deputation of all officers.

3. S.A

- (1) Posting of DDPO, Deputy Chief Executive Officer Deputy Director, Joint and Additional Director.
- (2) Promotions
- (3) Seniority lists
- (4) Inquiries and chargesheets of departmental/vigilance deptt.
- (5) Court cases and issuance of sanction/approval

4.S.A

- (1) Service rules of class I and class II
- (2) Meetings of departmental promotion Committee.
- (1) Reimbursement of medical bills of all officers (retired)
- (2) T.A. Bills
- (3) All miscellaneous work
- (4) Sanction of Plot, car and houses

RDE IV

- E I All matters relating to the establishment of A.I.Unit and Monitoring Cell of the Department which includes the S.A. and Investigators, establishment of Superintendents of the divisions and medical bills of retired Accountant,
- E II All matters relating to the establishment of Senior Assistant (Accounts). (Previous designation was Accounts) except disciplinary action and medical bills of Accountant.
- E III Co-ordination of Vidhan Sabha/Lok Sabha matters and cases relating to disciplinary action against the Accountant.
- E IV Co-ordination of the Department, general circulars etc.
- Notes:- The post of E-IV has been abolished and the work is being attended by E-I and E-III as an internal arrangement.

R.D.E.-5 Branch

1. Assistant deals the miscellaneous cases of zila parishad/Panchayat samities of Patiala Division .Moreover He also deals the court cases of handicapped employees and the appointment of P.A with the Chairman of zila parishad and miscellaneous work of branch.
2. Assistant deals the cases of employees of Panchayat samities/zila parishads of jalandhar and Patiala Division. Moreover assistant deals the cases of promotion, Transfers and postings of Superintendent, All tax collections,panchayat officers (samiti side) of Jalandhar and patiala Divisions.
3. Assistant deals the cases of Departmental enquiries/cases of disciplinary action, court cases, cases of Information Act, retirements, pension, salary slip, posting and transfers of Superintendent Engineer and Executive Engineers.
4. Assistant deal the cases of Retirements, pension, leave encashment, L.P.C, Departmental enquiries and disciplinary actions of sub divisional officers (PR). Moreover, the cases of appointments, Transfers, Annual confidential Reports of sub divisional officers and court cases and Right to Information Act case .
5. assistant deals the all cases of zila parishads and Panchayat samities of Ferozepur Divisions.
6. superintendent Grade-I supervises the work of all employees of branch.
7. Steno typist to type the dictation of Superintendent and to attend Telephones of branch.
8. Clerk/Diarist-Diary and curtailing of cases of branch and send these cases to concerned employees of branch.
9. Clerk/Recorder- To make new files/missiles and to record old files/missles of branch.

Training Section

1. T-1

1. All work regarding govt.vehicles.
2. Study tours.
3. Purchasing of furniture etc.
4. Miscellaneous work.

2. T-2

1. All work related to the establishment of drivers.
2. All work regarding establishment of Agriculture Inspectors of Nabha and Batala.

3. T-3

All work regarding establishment of social Education and Panchayat officers.

I.R.D.P**Assistant-I**

1. The composition of Governing body of D.R.D.A and nominations of members and proceedings of its meetings.
2. To get approval for the purchase of vehicles of D.R.D.A,condemnation (repair) of vehicles and all other related matters of vehicles.
3. The meeting of S.L.C.C and other departmental meetings.
4. D.R.D.A. schemes and other related matters.
5. Matters regarding the survey of B.P.L scheme.
6. Miscellaneous matter (work)
7. Vigilance and matters related with monitoring committees.

Assistant-2

1. National Rural employment Guarantee scheme.
2. To implement S.G.S.Y schemes and all others matters related with it.
3. To send project for taking aid from NABARD Bank.
4. All matters related with I.W.D.P scheme.
5. To coordinate during the sessions of Vidhan Sabha.
6. Correspondence related with SARAS mela

Assistant-3

1. All works related with the scheme of S.G.R.Y scheme.
2. The meetings of State level bankers Committees and to correspondence, furnish information to Director Financial Institutions
3. All matters related with I.A.Y scheme .
4. P.M.G.Y Scheme (Gramin Awas)
5. Nominations regarding Training, Workshop and conference.
6. To send case to F.D to get sanction of staff working in IRDP, to issue sanction and supply information of staff.
7. The Budget of plan schemes and its coordination.
8. Meeting and special component plan.
9. Provision of urban Amenities in rural Area.

Budget and Account Section

S.A.I

1. To release Adhoc Grants.
2. Grant of occupation tax.
3. Grant of cattle podage and ferries.
4. The budget of Gram Sewak Training Centre, Nabha.
5. Budget estimate of Panchayat Samiti and Zila Parishad.
6. Discretionary grants of ministers.

S.A.II

1. The work of Coordination of report of public Account Committee and Controller and Auditor General.
2. To declare the charges of schools and colleges of Panchayat Samitis/Zila Parishad and other educational Institute.
3. Local rate.
4. Miscellaneous work.

S.A.III

1. To deals with the budget provision and related and other matters of the discretionary grants of Ministers.

S.A. IV

1. To issue utilization certificates of discretionary grants and other grants sanctioned under Non-Plan schemes to Zila Parishad and Panchayat Samitis.
2. The matters related with grants of Audit of Panchayat Samitis by Punjab Examination local fund Account.
3. Cases of rent of the field offices of Department viz. BDPO offices, S.E. Panchayati Raj, XEN Panchayati Raj etc.
4. Discretionary grants of parliament Secretary.

TRAINING SECTION

T-I

1. All work relating to Government vehicles.
2. Study tours.
3. Purchasing of furniture etc.
4. Miscellaneous work.

T-II

1. All work relating to the establishment of drivers.
2. All work relating to establishment of Agriculture Inspector nabha and batala.

T-III

1. All work relating to social Education and Panchayat officers.

Training Section

4. T-1

1. All work regarding govt.vehicles.
2. Study tours.
3. Purchasing of furniture etc.
4. Miscellaneous work.

5. T-2

1. All work related to the establishment of drivers.
2. All work regarding establishment of Agriculture Inspectors of Nabha and Batala.

6. T-3

All work regarding establishment of social Education and Panchayat officers.

I.R.D.P**2. Assistant-I**

8. The composition of Governing body of D.R.D.A and nominations of members and proceedings of its meetings.
9. To get approval for the purchase of vehicles of D.R.D.A, condemnation (repair) of vehicles and all other related matters of vehicles.
10. The meeting of S.L.C.C and other departmental meetings.
11. D.R.D.A. schemes and other related matters.
12. Matters regarding the survey of B.P.L scheme.
13. Miscellaneous matter (work)
14. Vigilance and matters related with monitoring committees.

Assistant-2

7. National Rural employment Guarantee scheme.
8. To implement S.G.S.Y schemes and all others matters related with it.
9. To send project for taking aid from NABARD Bank.
10. All matters related with I.W.D.P scheme.
11. To coordinate during the sessions of Vidhan Sabha.
12. Correspondence related with SARAS mela

Assistant-3

10. All works related with the scheme of S.G.R.Y scheme.
11. The meetings of State level bankers Committees and to correspondence, furnish information to Director Financial Institutions
12. All matters related with I.A.Y scheme .
13. P.M.G.Y Scheme (Gramin Awas)
14. Nominations regarding Training, Workshop and conference.
15. To send case to F.D to get sanction of staff working in IRDP, to issue sanction and supply information of staff.
16. The Budget of plan schemes and its coordination.
17. Meeting and special component plan.
18. Provision of urban Amenities in rural Area.

ART SECTION

1. Draftsman cum Artists:-
 1. To prepare the Administrative Chart of Officer working in the field as well as the Head Office.
 2. To prepare the maps of the existing Blocks as well as newly created blocks.
 3. To prepare the relevant information and material for the publicity purposes to the field Officers.
 4. Correspondence regarding different subjects relating to Clipping which are published in Newspapers.
2. Draftsman
 1. To show the details of Statistical performance of the Department and depicting it in the maps and charts.
 2. To collect the Statistics from different agencies on the basis of Survey and the help to maintain in these Statistics.
 3. To supervise the work of junior Draftsman.
 4. To Co-ordinate the work relates to press it required at any movements .
3. Junior Draftsman.
 1. To trace the maps,
 2. To enlarge the maps by way of pentagraphic's method.
 3. To help the clerk/Junior Assistant to supply the material of publicity to the field offices.
 4. Any other work which relates to art section.
4. Clerk
 1. To maintain the record of letter received and dispatched from Art section.
 2. To maintain the record of relevant news of the Department published in different newspapers.
 3. Correspondence work of Art Section & Misc.work.
 4. To maintain the leave accounts.

Audit Section

- .1. **Junior Assistant**
 1. Putting up and maintenance of files relating to departmental Audit.
 2. Special Audit
 3. Putting up and maintenance of files relating pension & CPF of all divisions.
 4. Liaison with the Bands regarding pension fund.
2. **Clerk**
 1. Putting up and maintenance of all files relating to Audit, ILFA, A.G & C.A.G and PAC matters.
 2. All files work relating to the audit of Head Offices.
 3. receipt of Audit Branch
 4. Miscellaneous work

Budget Accounts & Compilation Branch

1. B.A.C.I The work relating to the State Finance Commission and Coordination of Plan Schemes relating to the Department/Misc.work of the branch.
2. B.A..C. II The properties cases of all Z.P/P.S. in the State and Medical reimbursement of allotment of funds of both serving officers/official and retirees.
3. B.A.C.III Preparation of estimates supplementary distribution of funds under Head 2415,2512,3604,4515 amongst all Offices under the Department.
4. B.A.C.IV All work relating to Liquor Tax grant and Distribution of funds to the Samities and Zila Parishads and Monthly accounts of Samities.
5. B.A.C.V Reconciliation work with A.G. Pb, Compilation Sr,Asstt.(Acctts) from Deptt. of figures of expenditure/receipts and preparation of bills of 3604 head and Centrally sponsored Plan Schemes for drawl of funds and maintenance of cash book

FOREST BRANCH**F.T.I**

- a) All matter relating to IFS Officers.
- b) All matters relating to JBIC Project.

F.T.II

- a) All matters relating to Non-Gazetted Staff/Labour disputes.
- b) All appeal cases of Class III and IV.

F.T.III

- a) All matters relating to deviation and Diversion cases and Plantation/Van Mahotasva.
- b) Forest rest houses, closures and Forestry.
- c) Forest settlement management, lease and transfer and acquisition of land for forestry purpose.
- d) 20 Point Programme regarding compensatory afforestation programme and meeting of Administrative Secretaries.

F.T.IV

- a) Budget/Scheme and Annual Administrative report of Forest Department.
- b) All matters relating Punjab State Forest Development Corporation.
- c) Audit Objections and CAG matters of Forest Department.
- d) Declaration of National Park and Sanctuaries.
- e) All miscellaneous work not concerning with individual Assistant.

F.T.V

- a) All matters relating to PFS Officers.
- b) All promotion cases of class-II officers.
- c) All matters relating to PAC.
- d) All matters relating to Zoological Park Chhatbir and Wildlife Wing.

Agriculture Department
Development Coordination

Assistant Coordination-1

1. All references receive from chief Minister and Ministers.
2. All works related to committees, councils, Board and Conferences.
3. To send the Quarterly and monthly reports regarding public complaints,
4. All references received form chief Secretary.
5. to reply of all letters of social welfare department regarding backlog and Reservation.

Assistant Coordination-II

1. All references received from chief Secretary.
2. all matters and Budget of Finance Department and speech of F.M.
3. B.A.B/C.A.G paras and corporations
4. All departments/corporation under the Agriculture department and meetings regarding Audit paras.

Assistant Coordination-III

1. To arrange the meeting regarding the references received from all branches section, chief Secretary, Boards, corporations working under Agriculture department.
2. To arrange meeting regarding the references received form science and Technology department.
3. The references of all meetings of Ex-serviceman.
4. All matters related with the demands of Farmers.
5. All references received from Govt of India which are related with more than one branches/sections.

Assistant Coordination-IV

1. All matters concerned with planning department.(All references of planning dept concerned with Annual plan)
2. All matters of training of officials working in Agriculture department.

Assistant Coordination

1. All matters regarding review committies of Punjab vidhan Sabha/Lok SABHA AND PUNJAB DEVELOPMENT VIDHAN Sabha(except P.A.C matter)
2. All miscellaneous work of branch concerned with F. C. Sectt.
3. To send reply to Punjab Vidhan Sabha regarding all Question timely.
4. References received from department except above department.

Stenotypist Coordination

1. To get dictation from Superintendent of branch and to type compulsory cases and drafts.

RECORDER Coordination

1. To open new files, dispose off old files and to help all the senior Assistant of branch in their work.

Diarist Coordination

1. To do diary and dispatch and to get photo state of important letters etc. To get these reference personally which do not receive earlier in Branch.

Agriculture-I Branch**S.A-I**

1. Establishment of Director of Agriculture Department, Deputy Director, Joint Director, chief Agriculture officer, Zoologist, Agriculture Engineer and all statistical officers.
2. Training and Amendment of services rules of Group A, B and C of Administrative wing Engineering wing and departmental rules.

S.A-II

1. All works regarding enquiries, complaints, study leave and training of Agriculture Development officers.
2. All Matters concerned with Sub-Inspectors.

S.A-III

1. All matters regarding the employees of Directorate and class-III and class IV employees of field officers.
2. All miscellaneous work of Agriculture-I Branch.
3. Annual Confidential report property returns and
Proficiency of 8 and 16 years to Agriculture Development officers.

S.A-IV

1. All works related to Agriculture officers.
2. To purchase Telephone, Typewriter and vehicles for offices moreover works regarding to hire private building for Govt offices.
3. Establishment and complaints concerned with Assistant zoologists, Assistant Agriculture Engineer and Assistant statistical scientist.

S.A-V

All works regarding diary, disposal, to prepare challan of cases to be sent to other departments and see scrutiny of the cases of branch.

Recorder

2. To open new files, record files to get photostate of branch papers and to dispatch the important cases.

Steno

2. To get dictation from superintendent to type the important cases of Senior Assistants.
3. To maintain the leave accounts of Senior Assistants, Diarist and recorder of the branch.

Agriculture II

2. Agri I (6)

- (1) Rabi/Kharif campaign
- (2) High yielding varieties programme
- (3) Supply position of diesel/electricity
- (4) Public Accounts committees Paras of Agri. deptt.
- (5) Agri.Diversification Research And Development Fund.
- (6) Contract farming Programme
- (7) World Trade Organisation
- (8) Punjab State Farmers commission
- (9) Kisan Call Centres
- (10) Recommendations of 12th Finance Commission Concerning diversification.
- (11) Support to Extension Programme for Extension Reforms
- (12) Agri's net Project
- (13) District Agriculture Production Co9mmittee
- (14) Macro Management Work Plan and Miscellaneous work.

3. Agri II (7)

- (1) All Administrative matters related/concerned to the Punjab state seeds Corporation and pb. State seed certification Authority, which includes the financial matters, court cases and administrative matters of seeds corporation and seed certification Authority and the work related to schemes of centre and state govt.
- (2) Court cases of Director Agriculture which included administrative, financial and judicial.
- (3) Matters related to Govt. Seed farm and assurance of agriculture deptt.
- (4) All matters includes administrative financial and court cases related to the Pb. Agro foodgrains Corporation Ltd.

4. Agri II (9)

- (1) All work of Pb.State warehousing corporation, Pb.State container and warhousing corporation(conware) i.e. Schemes, launched by the state and centre Govt, Court cases and financial matters.
- (2) Matters related to tractor Machinaery implements.
- (3) Farmers Training Centres.
- (4) Agro service centre.
- (5) Gobar gas plants
- (6) Matter related implementation of Dangerous Machines

- (7) Matters related to Central sponsored schemes of agriculture Deptt.
- (8) All Matters Administrative, financial and court cases relating to Pb, Agri Export cooperation.

4. Agri II (10)

- (2) Fertilizer and cases relating to fertilizer.
- (3) Arial spray
- (4) Plant protection/Insecticides, Pesticides/Vedicides
- (5) Court cases/writ petition of Agri Deptt. Regarding fertilizer and pesticides cases .
- (6) input cases
- (7) Whole matters relating to PLDRC
- (8) Agri Mega Project (RIL)

5. Agri II (11)

- (1) Cotton scheme and allied matters, Policies, schemes of oil seeds, related to central and state Govt. Besides this audit paras of D.A. office Pb.,CAG reports and filing their replies.
- (2) Audit of Pb. Agro industries corporation, paras of CAG, service matters related to administrative structure etc annual reports, administrative reports, court case, Mage project, Agri Mega project.

Agriculture Section

1.
 - (a) All services matter of class I, II and III officials/employees disposed at Govt. level (Except Property returns)
 - (b) Departmental enquiries/court cases of class I and II employees.
 - (c) Medical Bill of class I, II and III employees.
 - (d) Arrears claim of T.A. and D.A.
 - (e) Tour programme.
 - (f) Case related to property returns.
 - (g) Training.

II

- (a) Property returns of class I and II employees.
- (b) All matters of class IV employees disposed at Govt. level.
- (c) Centrally sponsored/Plan and non-plan schemes.
- (d) Estimates.
- (e) Court case and Medical Bill of class IV employee.
- (f) Reports of P.A.C. committees, P.A.C. paras, C.A.G. Tentative Draft para, inspections reports and Audit paras.
- (g) Annual Administrative reports/grievances of Public.
- (h) References of Governor/Chief Minister.
- (i) Rent cases of buildings.

AGRICULTURE IV BRANCH

Agriculture 4(1)

1. Plan/Non Plan Centrally Sponsored Scheme of Horticulture Department.
2. Minor Irrigation Schemes of Department of Agriculture.
3. D.D.O. Powers of Staff of Agriculture & Horticulture Deptt.
4. Schemes for Staff of Cane Commissioner Agriculture Deptt.
5. Schemes for Staff of Geologist/Hydrologist of Agri.Deptt.
6. Upgradation of Horticulture & Agriculture Staff.
7. Court cases of Punjab Agriculture University.
8. Creation of Staff for newly created Districts.

Agriculture 4(2)

Regarding Establishment of Horticulture Department.

Group 'A' and 'B' Officers:-

1. Appointment of Horticulture Development Officers.
2. Promotion cases of Horticulture Development Officers/Assistant Director Horticulture & Joint Director Horticulture.
3. Posting, Transfer, Grant of Higher Pay Scale & Placement of above Officers.
4. Grant of Special Leave, Permission to foreign tour & Passport etc.

All Establishment matters of Horticulture Department.

5. Time Barred T.A. claim, Grant of medical claim at the leave of Administrative Secretary.
6. Regarding Appeals in service matters.
7. Court cases.
8. Advice in service matters.

Agriculture-4(3)

1. Non Plan & Plan scheme of P.A.U.
2. Audit of P.A.U.
3. Complaints.
4. Complaints received from Vigilance Deptt.
5. Acquisition of land for Agriculture Science Centre in the State.
6. Transfer of field Staff of P.A.U.
7. Administrative Reports of P.A.U.
8. Matter relating foreign affairs of P.A.U.
9. Meeting of Administrative Board of P.A.U.
10. Meeting of PHPTC PAU
11. Organisation of Kissan Mela by P.A.U.
12. Assembly/Lok Sabha relating P.A.U.

Agriculture 4(4)

1. Regarding complaints and inquiries of Officers of Horticulture Department.
2. Appeals of all staff of Horticulture Department against complaints & inquiries.
3. Matters regarding Fruits/Vegetable, Potatoes & Cold Storage and Misc.work of Horticulture Department.
4. Sanction for Curplus trees.
5. Training Saminar and Meetings.
6. Court cases of land.
7. Minor Irrigation.
8. Hiring of buildings for Agriculture & Horticulture Deptt.
9. CAG/PAG Paras and Assurance etc.
10. Assembly questions etc.

Agriculture-4(5)

1. Natural Calamity Relief Fund.
2. Crop Insurance Schemes.

3. Allotment of villages to Sugar Mills.
4. Recovery of Purchase Tax of Sugar Mills.
5. Recovery of cane price of Sugar Mills.
6. Preparation of Sugar cane price policy.
7. Regarding Bonus on Crops.
8. Agriculture Insurance Scheme.
9. Cane crushing Report.
10. Issue of cane crushing license.
11. Regarding rate of Commission for Cane growers.
12. Closing of unauthorized Cane Crushers.
13. Reg. Complaints/Statics and demands of Cane growers.
14. Court case.
15. Assurance/Assembly questions etc.
16. Correspondence with Govt. of India regarding Sugar Cane.

Agriculture-4(6)

1. Budget.
2. Use of plastic in Agriculture.
3. Soil Testing Laboratories.
4. Acquire of land release of funds regarding.
5. Land acquesting and Transfer of land.
6. Nafard.
7. Misc. Reports.
8. Annual Administrative Reports of Aggri. And Horti. Deptt.
9. All matters of statics of Agriculture and Hort. Deptt.
10. Coordination & Misc. work.
11. Audit Reports.CAG/PAG and Assessment Committee.
12. Property return & Annual Confidential Reports of Group 'A' and 'B'
13. Assembly questions.

ANIMAL HUSBANDRY BRANCH

- S.G.I:** Supervision of all cases dealt by all Branch employees.
- A.H.I** All Services Matter of Director Deputy Director, Joint Director and Assistant Director/Revisions of New Rules of Punjab Animal Husbandry class-I Services Rules and Matters related to Non-Ministerial Services Rules.
- A.H.II** All matters related to services of Agriculture Development officer and non Gazetted employees. Remaining matters and court cases of Punjab Poultry Corporation of animal Husbandry, Fishery and DAIRY Development Department and meetings related with these departments.
- A.H.III** Services matters of officers of class I and class II of Fishery Department. Ass services matters of employees class IV of animal Husbandry Department
- A.H.IV** All services matter of Non Gazetted employees of Fishery Department Schemes and policy matters of fishery Department Court cases and remaining matter of sacked employees of Poultry wing. Matters related to training and Services of officers/employees of Poultry wing of Animal husbandry Department work of farms of Animal husbandry Department. Matters related with senior veterinary officers.
- A.H.V** Schemes and all services matters of Gazetted and Non-Gazetted officers/employees of Dairy Development department. Miscellaneous work of Dairy Department Matters of coordination related with Milk fed/Corporation and Boards.

Besides the work of dictation, diary dispatch and record are done by Clerks, Jr Assistants and Steno typist.

ANIMAL HUSBANDRY SECTION

- S.G.II Supervision of all cases dealt by all branch employees.
- A.H-6 All services matters of veterinary officers whose names starts from A to H. Matters related with veterinary pharmacists, Animal hospital, Dispensaries and buildings of Zila Parishads. The work of paras of P.A.C, Audit paras and Draft paras of Animal husbandry Department matters related with training and confirmation of veterinary officers. Council Act and policy etc.
- A.H-7 Plan and Non-plan Schemes of Animal husbandry Department and cases of money sanctions, Allotment of budget and matters related with the probation period of veterinary officers matters related with crimes on animals. Matters related with Gaushalas, and matters related with the creation of pests .Matters related with P.L.D.B.
- A.H-8 All Services matters of veterinary officers whose names starts from I To Q. Matters related with seniority and recruitment of veterinary officers postings and transfers of veterinary officers.
- A.H-9 All services matters of veterinary officers whose names starts from R to Z. Court case and mater related with the establishment of Guru Angad Dev veterinary and animal University. Matters related to establish Regional Courts. To establish stud race centre at Mate ware Farm. Matters related with the lands of Animal husbandry Department and Miscellaneous work of Animal husbandry Department. Work related with Natural calamities.

ANNEXURE 'B'

Distribution of work by Branches and subjects in the office of the financial Commissioners, Punjab and Secretaries to Government, Punjab, Revenue, Development and Excise and Taxation Departments as it stood on 1st January, 1982.

Distribution list of work Revenue Estt.II Branch RG-I

1. Creation of Districts, Tehsils Sub-Divisions and Sub-Tehsils.
2. Transfer of villages from one District to another.
3. Re-organisation of Division, Districts, Sub-Divisions and Tehsils in the State.
4. Assurances.
5. Village Directorates.
6. Approval of Maps from the Ministry of Defence, received from the Director of Land Records.

RG-II-

2. Preparation of Agenda for the Committee constituted for the settlement of Claims under section 80 C.P.C.
2. Miscellaneous Work.
3. Purchase of Books for D.C.s offices.
4. Conference of Commissioners, Deputy Commissioners and Superintendents of Police.
5. Decentralisation of Records from District Headquarters to Sub-Divisions.
6. Construction and repair of Patwarkhannas.

RG-III

S.N.E. for the construction of:-

- (1) (i) Sub-Divisional Officers residential buildings.
(ii) Sub-Divisional Officers office buildings.
(iii) Tehsil Buildings covered by Re-organisation Report.
(iv) Composite building at District/Divisional Headquarters.
- (2) Camping Grounds.

RG-IV

(1) All matters/cases pertaining to Divisional Establishment and Director Land Records Office right from their appointment till the sanctioning of pension and re-employment.

(2) All reports and returns pertaining to Divisional Establishment and D.L.R. Office.

(3) All periodical returns and statements relating to DLR.s office to Divisional Establishment and DLR Office.

(4) Loans and advances to Divisional Establishment and DLRs office.

(5) Record Rooms including central and mofasil

(6) Mis-appropriation-defalcation embezzlement cases of Divisional Establishment and DLR's office including PAC references.

RG-V-

(1) All matters/cases pertaining to District Establishment right from their appointment till the sanctioning of pension and re-employment.

(2) All reports and returns pertaining to the District Establishment.

(3) All periodical returns and statements relating to District office Establishment.

(4) Loans and Advances to District Office Establishment.

(5) Misappropriation/defalcation/embezzlement cases of District Establishment including PAC.

RG VI-

(1) Creation, continuance and reduction of posts in District/Divisional Establishment and DLR's Office alongwith submission of S.N.E. therefore.

- (2) Inspection notes of District offices, Revenue Assistants, Revenue Courts, S.D.O's (c) and D.C.'s including District Nazirs and all the higher officers.
- (3) Tents carriage of Dak and Liveries.
- (4) Libraries.
- (5) Kutchery Compound.

N.B.-Assembly Questions are to be dealt with by Assistants concerned with their subjects.

15. Deputing of officers of Revenue Department to attend the Vidhan Sabha Session of behalf of F.C.R.
16. Any other items relating to Records Branch which is not covered above.
17. Press cutting concerning Revenue Department to be supplied to the contact officer (J.S.R.)

R.II-

1. Submission of quarterly returns of Government servants under suspension.
2. Steps taken for the general returns benefit of weaker sections.
3. Submission of quarterly returns of Government servants under the (Premature Retirement)Rules, 1975.
4. Meeting of Revenue Officers of Divisions.
5. Governor's Address-Material for.
6. Finance Minister's Speech-Material for.
7. Conversion of temporary posts of Records Branch into permanent ones.
8. Punjab on the March-Collection of material for.
9. Continuance of temporary posts in the Records Branch.
10. Collection and consolidation of information from branches/sections on the Revenue side.
11. All general references received from Chief Minister's Sectt./C.S., for supply of consolidated data.
12. Points raised by the committee on the Welfare of Scheduled Castes/Tribes-submission of information regarding.
13. Conference of D.C.s/S.P.s
14. Standing committee on reservation policy-meeting regarding.
15. Preparation of programme of Government Legislative Business for Vidhan Sabha Session-Pursuing of information regarding.
16. Commissioner for Scheduled Caste report-Material for.
17. Lok Sabha/Rajya Sabha questions which consolidated information is to be furnished to C.S./G.O.I.
18. Quarterly reports regarding employment to Ex-servicemen.

R.III-

1. Co-ordination of final paras of P.A.C.
2. Weeding out the old Dairy, Dispatch, Movement and Attendance registers of F.C. Office, Punjab according to their time limits.
3. Policy and meetings in connection with weeding work.
4. Checking all the branches of F.C. Office, Punjab to expedite consignment.
5. Checking of files consigned to records room for their proper arrangement in almirahs and racks.
6. To help restorers of records room in finding out old files.
7. Dealing all the miscellaneous papers regarding or in connection with the weeding.

List of subjects dealt with in the Library/Stationery Store.

1. Purchase of Books, Periodicals, Newspapers, Maps and payment of their bills.
2. Sale of waste paper of news papers, periodicals and old books.
3. Circulation of Periodicals/Gazette amongst Officers and Branches.
4. Typing out of correction slips and pasting the same in relevant books.
5. Issue of books to Officers/Officials/
6. Ordinary binding of books/registers.
7. Drawal of Stationery from the Press.
8. Drawal of forms and special forms from the Press.
9. Drawal of Calendars/Diaries from the Press.
10. Drawal of Rubber Stamps from the Press.
11. Local purchase of Rubber Stamps.
12. Purchase of Art Material.
13. Distribution of Stationery amongst officers/Branches.

Distribution List

Issue Section

1. Despatch work(sending of telegrams).
2. Type work.
3. Distribution of Local Dak.
4. Repair and Purchase of typewriters.
5. Repair and purchase of Duplicating Machine.
6. Payment of telegrams bills.
7. Payment for the repair of the duplication.
8. Payment of the hired typewriters.
9. Issue of Tour Programme of Financial Commissioners.

Circulating Section:

1. Local and outside Receipts.
2. Receipt of Regd. letters marking and distribution.
3. Receipt of telegrams and distribution.
4. Receipt/marketing of writs etc.

RULES BRANCH
Revision and Amendment of Standing Orders of the Financial Commissioner's
Office.

Serial No.	S.O. No.	Subject
1	2	Proceedings and suits between landlords and Tenants.
2.	3.	General Procedure of Revenue officers and courts.
3.	4	Revenue Agents.
4.	7	Assignments of land Revenue and non-service Pensions.
5.	8	Revenue Training of Assistants and Extra Assistant Commis- -oners.
6.	10	The Director of Agriculture, Punjab.
7.	10-A	The Director of Veterinary Services, Punjab.
8.	11	Extra assistant Commissioners.
9.	12	Tehsildars and naib-Tehsildars.
10.	14	Tehsil Inspections.
11	20	Village Headman.
12.	28	Land Acquisition.
13.	29	Coercive processes.
14.	30	Suspensions and Remissions of land revenue and Cesses and Reductions of Assessment on account of local deterioration.
15.	31	land Revenue Accounts.
16.	34	State and Reserved for Cultivation.
17.	35	State land Devoted to the Extension of Cultivation.
18.	41	Remissions of Land revenue in connection with arboriculture.
19.	42	Natural products.
20.	45	Camp Equipage.
21.	52	Business returns.
22.	53	Land Revenue and Colonization reports and Annual Confidential Reports on the Revenue work of Revenue officers.
23.	54	Calendars of Statement.
24.	55	Registers.
25.	56	Treasuries.
26.	58	Troops.
27.	61	Canals.
28.	63	Selected Papers of Interest.
29.	64	Attachment and Sale of Agricultural Produce and land.
30.	67	Colonies.
31.	68	Assessment of Commercial Crops Cess Act (1974).

Framing/Revision of the Services Rules:

- I.
 1. The Punjab Revenue Officers Service(Class I) Rules.
 2. The Punjab Tehsildars (State Service Class II)Rules.
 3. The Punjab Naib-Tehsildars (State Service Class III) Rules.
 4. The Punjab Commissioner's Offices (State Service Class II) Rules.
 5. The Punjab Commissioners' Offices (State Service Class III)Rules.
 6. The Punjab District Service (class III) Rules.
 7. The Punjab Kanungos (State Service Class III)Rules.
 8. The Punjab Revenue Patwaris (Class III) Rules.
- II. Amendment of the Service Rules, as referred to by the other Branches.

Revision of the Manuals

Serial No.	Name of the Manual
1.	District Office Manual.
2.	Financial Commissioner's Office Hand Book.
3.	Stamp Manual.
4.	Copying Agency Manual
5.	Registration Manual
6.	Flood Relief and Other Emergency Manual.
7.	Agriculturists Loans Manual.
8.	Famine Code.
9.	Land Records Manual.
10.	Settlement Manual.
11.	Land Administration Manual.

Executive Instructions

- I. Consolidated Circular No.27

Amendment of the following Acts as referred to by the other Branches.

Serial No.	Name of the Act
1.	Abolition of Ala Malkiyat and Talukdari Rights Act, 1953 (Punjab Act IX of 1953)
2.	Abolition of Ala Malkiyat Rights Act, 1954 (Pepsu Act 17 of 1954)
3.	Abolition of Village Cess (Kuri Kamini) Act, 1950 (Punjab Act VI of 1960)
4.	Abolition of Village Cess (Malba) Act, 1961 (Punjab Act 7 of 1961)
5.	Agriculturists Loans Act, 1884 (Central Act XII of 1884).
6.	Betterment Charges and Acreage Rates Act, 1953 (Punjab Act II of 1953).
7.	Bhudan Yagna Act, 1955 (Punjab Act 45 of 1956).
8.	Colonization of Government Land (Punjab) Act, 1912 (Punjab Act 7 of 1912).
9.	Consolidation of Land Proceedings (Validation) Act, 1957 (Punjab Act 6 of 1957).
10.	Debtors' Protection Act, 1936 (Punjab Act II of 1936)
11.	Government Grant Act, 1895 (Central Act XV of 1895)
12.	Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 (East Punjab Act L of 1948).
13.	Indian Registration Act, 1908 (Central Act XVI of 1908).
14.	Jagirs Act, 1941 (Punjab Act V of 1941)
15.	Land Acquisition Act, 1894 (Central Act I of 1894)
16.	Land Improvement Loans Act, 1883 (Central Act XIX of 1883).
17.	Land Preservation Act, 1990 (Punjab Act 11 of 1887)
18.	Land Revenue Act, 1887 (Central Act XVII of 1887)
19.	Land Revenue (Special Assessment) Act, 1955 (Punjab Act 6 of 1956)
20.	Land Revenue(Additional Charges) Act,1960 (Punjab Act 38 of 1960)
21.	Land Revenue (Special Charges) Act, 1958 (Punjab Act 6 of 1958)
22.	Land Revenue (Surcharges) Act, 1954 (Punjab Act XXXVI of 1954)
23.	Land Improvement Schemes Act, 1953 (Punjab Act 23 of 1953)
24.	Punjab Land Reforms Act 1972 (Punjab Act No.10 of 1973)
25.	Minor Canals Act, 1905 (Punjab Act III of 1905)
26.	Northern India Canal and Drainage Act, 1873 (Central Act VIII of 1873)
27.	Occupancy Tenants (Vesting of Proprietary Rights)(Act, 1953)(Punjab Act VIII of 1953)
28.	Occupancy Tenants (Vesting of Proprietary Rights)Act, 1954 (Pepsu Act 18 of 1954)
29.	Public Premises (Eviction of Unauthorised Occupants) (Act, 1958 (Central Act 32 of 1958)

30.	Public Premises and Land (Eviction and Rent Recovery) Act, 1959 (Punjab Act 31 of 1959)
31.	Reclamation of Land Act, 1959 (Punjab Act 31 of 1959)
32.	Redemption of Mortgages Act, 1913 (Punjab Act 11 of 1913)
33.	Registration of Money Lenders Act, 1938 (Punjab Act III of 1938)
34.	Registration Vaildating Act, 1960 (Punjab Act 8 of 1960)
35.	Relief of Indebtedness Act, 1934(Punjab Act VII of 1934)
36.	Requisitioning and Acquisition of Immoveable Property Act, 1962 (Central Act XXX of 1953)
37.	Requisitioning anf Acquisition of Immoveable Property Act, 1953 (Punjab Act XI of 1953)
38.	Resumption of Jagirs Act, 1957 (Punjab Act 39 of 1957)
39.	Resumption of Mortgaged Lands Act, 1938 (Punjab Act IV of 1938)
40.	Revenue Appeals and Proceedings (Disposal and Restoration) Act, 1956 (Punjab Act 13 of 1956)

DISTRIBUTION OF WORK AMONGST SR. ASSISTANTS OF RECORD BRANCH

<u>ASSISTANTS</u>	<u>SUBJECT</u>
1. (W-1)	<ol style="list-style-type: none"> 1. Weeding out atleast 'B' proceeding 40 files per day:- <ol style="list-style-type: none"> a) By examining/studying (to see as to whether these files are retainable or destroyable) in light of instructions of Administration Reforms Department & chapter X of Secretariat Manual. b) Each file is scrutinize by the Assistant of this branch as per Admn. Reforms Deptt. & in incorporated these files in the list of file by putting the signature on, as well as cover of the files with rubber stamp. c) Assistant maintain Review/Progress Register and in incorporated the file in the register. d) Twice in a month fortnightly reports are prepared by the Assistant and same are put up to the branch officer on every fortnightly.
2. (W-2)	<ol style="list-style-type: none"> 1. Weeding out atleast 'B' or 'C' proceedings 40 or 80 files per (As above 'a' to 'd')
3. (R-1)	<ol style="list-style-type: none"> 1. Weeding out atleast 'B' proceeding 20 files per day:- (As above 'a' to 'd'). 2. Revision the work of F.C. office hand book. 3. Compilation of weekly reports of recorder and diarists of all branches:- <ol style="list-style-type: none"> a) To get reports of 48 branches of office. b) To reminder the defaulters. c) On receipt of the information to scrutinized the same to found deference of any. d) To make comparative statement. 4) Checking of all branches of F.C. Sectt. To expedite consignment.
4. (R-II)	<ol style="list-style-type: none"> 1. Distribution of circular letters to entire F.C. Sectt. 2. Continuation of temporary post of in the record branch. 3. Issuance of reminder regarding return of file issued from the record room. 4. Maintain leave accounts of Record branch and Record room. 5. Submission of monthly report of the late comers. 6. Submission of report regarding storing/weeding out record by the branches. 7. Checking of files consigned to record room for their proper arrangements in racks. 8. Weeding out the old record, old dairy, dispatch, movement and attendance registers, F.C. Sectt. According to their time limit. 9. Misc. work.
5. (Librarian)	<ol style="list-style-type: none"> 1. Purchase of books, periodicals, Newspapers, maps and payments of their bills. 2. Sale of waste papers of newspapers, periodicals and old books. 3. Circulation of periodicals, Gazettes amongst officers and branches. 4. Typing out of correction slips and pasting the same in relevant books.

5. Issue of books to officers/officials.
 6. Ordinary binding of books/registers.
6. **(Store Keeper)**
1. Drawl of stationary, forms, calendars, diaries and rubber stamps from the press.
 2. Purchase of Rubber stamps and Art material.
 3. Distribution of stationary amongst officers/officials.

Distribution list of work amongst the Assistants of Mandi Branch.:-**M-I**

1. Establishment cases of Marketing Board/Market Committees except Civil Writs and Civil Suits.
2. Budget of Marketing Board.
3. Establishment of New Market Committees.
4. Revision petitions and appeals u/s 42 and 15 of Punjab Agricultural Produce Markets Act, 1961.
5. Vidhan Sabha/Parliament Business relating to allotted subject.

M-II

1. Establishment of New Mandis in the State (Including acquisition of land).
2. Meeting of New Mandi Township Control Board.
3. Issue of notifications pertaining to Colonization Departments of various matters.
4. Court cases of Colonization Department (except of service matters).
5. P.A.C. matters & audit objections relating to Colonization Department.

M-III

1. All matters relating to Rural Development Act, 1987 and Rules, 1988 made there under and work at the A.D. level.
2. Construction of link roads etc. by Mandi Board.
3. Vigilance Enquiries in respect of employees of Mandi Board/Market Committee.
4. Giving aid to Financially weak Market Committees in the shape of loans and grants (u/s 26(vii) & 28(xvii) of Punjab Agricultural Produce Markets Act.
5. Civil Suits/writ petitions pertaining to establishment of Mandi Board/Market Committees.
6. Creation of new post in Mandi Board/Market Committees.
7. Vidhan Sabha/Parliament Business relating to allotted subject.

Boundary cell

- 1 Claims of Punjabi-speaking areas included in Harayana and Himachal Pradesh and counter claims likely to be preferred by these states.
- 2 Inclusion of Chandigarh U.T in Punjab State
- 3 The Boundary Commission to be set up by the Government of India for re-adjustment of inter-State Boundaries of the three states

M.E. cell

- (a) Inspection Reports and follow up action.
- (b) Pending Judicial cases- Monthly report from D.Cs.
- (c) Supply of information regarding land allotted to Scheduled Castes/Scheduled Tribes-Report of the Commissioners for S.C. and S.T.
- (d) Pending Judicial cases- Monthly report from the Commissioners Divisions.
- (e) 14th Meeting of the Commissioners' Conference.
- (f) Monthly Progress reports.
- (g) collection of information regarding A.Q.No.100-Quarterly report.
- (h) Rajya Sabha/Lok Sabha/Assembly Questions.
- (i) General circulars and Miscellaneous work.
- (j) Compilation/collection of other statistical data required to be sent to Govt. of India, other State Governments and other departments of State Government.

A.R. Branch

1. (A.R.I)

1. All surplus area litigation matters such as Civil Suit, Regular Second Appeal, R.O. Rs., Civil Writs, LPAs, SCAs,SLPs and Civil Appeals etc., so far as Bhatinda and Kapurthala Districts and Faridkot Tehsil of Faridkot District is concerned.
2. Applications regarding forcible ejectment with regard to districts mentioned at serial.1 above.
3. Petitions regarding allotment of surplus land under the Pepsu Act.
4. Scheme regarding Assessment and utilization of surplus area (Non-Plan).
5. Scheme regarding compensation to the landowners (Non-Plan)
6. Scheme regarding legal aid to tenants (Non-Plan)
7. Publication of final statement in form VIII under the Pepsu Act.
8. Assembly Questions concerning the above subjects including policy matter
9. Circular letters.

2. (A.R.II)

1. All surplus area litigation matters such as Civil Suit, Regular Second Appeal, R.O.R., Civil Writs, LPAs, SCAs,SLPs and Civil Appeals, etc., so far as Ferozepur District and Faridkot District excluding Faridkot Tehsil is concerned.
2. Applications regarding forcible ejectment with regard to the districts mentioned at Serial No.1

3. Petitions regarding allotment of surplus land under the Punjab Act.
4. All reference relating to the Plan Scheme of resettlement of landless tenants and Agricultural workers on surplus and settlement of harijans on cultivable waste land implemented during Third Plan.
5. Concealment of surplus area by the landowner relating to the above districts.
6. Assembly Questions concerning the above subjects.

3. (A.R.III)

1. Constitution and establishment of State District and Sub-Divisional Level Land Reforms advisory committee.
2. The whole agrarians staff in connection with the work relating to the assessment/utilization of surplus area and matters connected therewith.
3. Delegation of powers to Collectors,
4. Concealment of surplus area relating to Sangrur and of Patiala districts.
5. All surplus area litigation matters such as Civil suits, Regular Second Appeals, RORs, Civil Writs, LPAs, SCAs, SLPs and Civil Appeals, etc, so far as Patiala and Sngrur districts are concerned.
6. All references relating to the District committees formed under the Punjab law.
7. Petitions of allotment of surplus area to the eligible tenants of Sangrur and Patiala Districts.
8. T.A bills of the Non-officials members of the Advisory Committees and their payment.
9. Applications regarding forcible ejection of tenants of Patiala and Sangrur districts.
10. Old cases/reference of special Collectors.
11. The State Land Reforms Committee and all matters connected therewith.

4.(A.R.IV)

1. Implementation of the East Punjab Utilization of Lands Act, 1949.
2. Application regarding allotment of waste lands under the said Act
3. Application regarding forcible ejection of tenants of Amirtsar, Jullundur, Ludhians, Hoshiarur, Ropar and Gurdasur Districts.
4. Assembly Questions and Assurances concerning the above subjects.
5. All surplus area litigation matters such as Civil Suits, R.S.A., R.O Rs., Civil Writs, LPAs, SCAs., SLPs and Civil Appeals, etc., so far as districts mentioned at Serial No. 3 above are concerned.
6. Colony work.
7. Allotment of land in rajasthan.
8. Petition-writers.

5 (A.R.V)

1. All work relating to framing, repealing and amending of the following Act/Rules:-

- (i) Punjab Land Reforms Act, 1972, Punjab Land Reforms Rules, 1973 and Punjab Utilization of Surplus Area Scheme, 1973.
- (ii) Punjab security of Land Tenures Act, 1955 and Punjab Security of Land Tenures Rules 1956.
- (iii) Pepsu Tenancy and Agricultural Lands Act, 1955 and Pepsu Tenancy and Agricultural Land Rules, 1958 and Pepsu Utilization of surplus Area Scheme 1960.
- (iv) Punjab Bhudan Yagna Act, 1955.
- (v) The Hindu Succession Act, 1956

2. Assurances relating to above subject.
3. Meeting of the Revenue Officers at Divisional Level in so far as Agrarian Reforms Br. Is concerned.
4. Divisional Commissioners Conference in so far as Agrarian Reforms Br. Is concerned.
5. All policy matters regarding Agrarian reforms.

Co-opertaion Branch

C-I

1. All matters relating to the Gazetted establishment except leae, Loans, Advance, Pension, T.A. and Tour programme.
2. Delegation order under Rules of Business.

C-II

1. Plan and Non-Plan work.
2. Budget Loans, Subsidy and Central assistance cases.
3. Estimates Committee's work.
4. Administrative Rules under various schemes.
5. all work relating to House fed

C-III

1. All matters relating to Leave, T.A./Tour Programme of Gazetted officers.
2. Loans and advances of Gazetted Officers.
3. Pension cases of Gazetted Officers.
4. Terms and conditions of deputation of Gazetted Officers and issuance of certificate under rule 4.9 (d) of CSR, Vol,I, Part-I.
5. Punjab State Co-op, Land Mortgage Bank, P.C.U. & Milkfed.

C-IV

1. All matters relating to banks, Markfed, costofed and Projects under these Federations including consumers Stores.

C-V

1. Services Rules of Gazetted Officers.
2. Training of Officers.
3. Appeals and Revisions including Civil Writ.
4. Co-operation legislation including delegated legislation.

5. Co-ordination work of the Branch.

Co-operation Section

C-VI

1. All matters relating to non-gazetted establishment except arrears claim, loans advances of non-gazetted establishment.
2. Annual Administration Reports.

C-VII

1. All matters relating to the recommendations of the report of the committee for harijan Co-operative Societies.
2. All matters relating to the co-operative Societies in the State.
3. All matters relating to accommodations, Vehicles, Store articles, Type-writers, Telephones, Fertilizers, etc.
4. Misc, work not covered under the distribution list of the Co-operation Branch and section.

C-VIII

1. Arrears Claims/Loans/Advances of non-gazetted staff.
2. Audit and Inspection Reports.
3. Public Accounts Committees.
4. All matters relating to 8 and 20 points Programme including socio-economic Programme.
5. Audit and recovery work.
6. Sugar Mills.

Land Use Board

LUB-I

1. Creation /continuation of the post of Under Secretary, Land Use Board.
2. Creation/continuation of the staff of Land Use Board.
3. Report of the national Commission on Agriculture.

LUB-II

1. Constitution of the Punjab state Land Use Board.
2. Business of the Punjab Government (Allocation) Rules, 1972- Seventeenth Amendment.
3. Enactment to legalize working of the Punjab state Land Use Board.
4. Hearing of objection on the Master Plan of Patiala, Amritsar, Ludhiana and Jullundur.
5. Acquisition of land from Urban Estates at Muktsar, Jagraon and Abohar.
6. Meeting of the Coordination Committee of national Flood Commission (Rashtriya Badh Ayog)
7. Regional meeting on Agriculture and Rural Development Programme held at Lucknow.
8. Fifteenth meeting of Northern Zonal Council held at Jaipur.
9. Seminar on "Policy and Management Aspects of land use".
10. Research project: "Agricultural Development and Land use in Punjab". Issuance of Instructions to D.C..
11. Notice under section 80 C.P.C.
12. Decisions of the Implementation Committee/Board.

LUB-III

1. Decisions of the Land use Board/Implementation Committee.
2. Orientation training programmes sponsored by Government of India.
3. Assembly/Lok Sabha/Rajya Sabha questions.
4. Misc.
5. Arrear Report of the Land/Use/Board.

Administrative Intelligence Unit

1. Investigator-I

1. Collection, compilation and analysis of statistical data of Block. Quarterly Progress Reports of Blocks of Hoshiarpur & Kapurthala Districts.
2. Assessment of achievements of Gram Panchayat Competition Scheme.
3. Prize competition Schemes of Gramsevikas, and Gramsevaks & Villages.
4. Preparation of yearly block-wise achievements of Hoshiarpur & Kapurthala districts.
5. To conduct physical verification of achievements, evaluation/case studies and surveys in the field.
6. Preparation/Scrutiny of chapters relating to Punjab P.R.Khed,Parishad, P.R.Publicworks Circle and Panchyats for the annual Aministraton Report.

Investigator-II

1. Collection, compilation and analysis of statistical data of Block. Quarterly Progress Reports of blocks of Amritsar & Patiala districts.
2. To conduct physical verification of achievements , evaluation/case studies and surveys in the field.
3. Preparation of yearly-blockwise achievements of Amritsar & Patiala districts and ublishing of consolidated report of all districts.
4. To prepare write-pus/articles on Rural Development & Panchayat Department, for publicity including the Government publications, like ‘ Punjab on the march, etc.etc.
5. Preparation/scrutiny of chapters relating to Training:IRDP; Evaluation & Publicity,AVAO, Basic-data and selected progress indicators for Annual Administration Report.

Investigator-III

1. Collection, compilation and analysis of statistical data of Quarterly ANP reports of ANP blocks.
2. Preparation of yearly ANP block-wise achievements.
3. To educate block personnel regarding the compilation of ANP Quarterly Reports prescribed by the Government of India.
4. Supply of proformae to blocks relating to ANP.
5. Monitoring and concurrent evaluation of ANP-Implementation of performance introduced by government of India.
6. To conduct physical verification of achievements. Evaluation/case studies an surveys in the field.
7. to furnish material/data for Finance inister’s speech and governr’s address.

8. Preparation/scrutiny of chapters relating to ANP and women and Children Prog. For annual Administration Report.

Statistical Assistant-I

1. Collection, compilation and analysis of statistical data of annual Progress Report Part-I of Jullundur, Amritsar, Hoshiarpur, Gurdaspur and Kapurthala districts.
(He will prepare a consolidated Annual {Part-I Report for submission to the Government of India).
2. Preparation of Annual Administration Report of the Department.
3. Collection, compilation and consolidation of the Progress Report in respect of SFDA/MFALA.(he will submit his cases direct to the Deputy Secretary Agriculture).
4. to conduct Physical verification of achievement reports by the blocks.
5. Preparation/scrutiny of chapters pertaining to other Development departments for Annual Administration Report.

Statistical Assistant-II

1. collection, compilation and analysis of Statistical data of the following Progress Reports of the districts of :-

Part-I(Annual)		Quarterly	
(a)	Rupnagar	„	(a) Rupnagar
(b)	Ferozepur	„	(b) Ludhiana
(c)	Faridkot	„	
(d)	Sangrur		
(e)	Patiala		
(f)	Ludhiana		
(g)	Bhatinda		

2. Consolidation and preparation of Block Quarterly Progress Reports for submission to the Government of India.
3. To conduct physical verification of achievements reported by the blocks.
4. Preparation of yearly block-wise achievements of Pupnagar and Ludhiana districts.
5. To provide material required for the ‘Statistical Abstract of Punjab’.
6. Preparation/scrutiny of chapters relating to Budget and Audit for annual Administration Report.

Senior Assistant

1. Collection, compilation and analysis of Statistical data of the Block. Quarterly Progress Reports of the districts of Ferozepur, Faridkot and Bhatinda.
2. To deal with miscellaneous references from the government of India and other State Governments.
3. Preparation of yearly Block-wise achievements of Ferozepur, Bhatinda and Faridkot districts.

Statistical Assistant-III

1. Collection, compilation and analysis of statistical data of block, Quarterly progress reports of the Blocks of Jullundur, Sangrur and Gurdaspur districts.
2. To conduct physical verification of achievements reported by the Blocks.
3. To conduct physical verification of achievements reported by the Blocks.
4. Revision of VLW monthly achievements registers and Daily diary.
5. Printing and supply of Performa of Quarterly progress Reports/Part-I (Annual), VLW's monthly achievements registers and Daily Diaries.

Evaluation Assistant:

1. All correspondence relating to Annual/Quarterly progress Reports, regarding C.D.A.N.P., Prize competition Scheme of Gram Sevak/Gram Sevika, etc. including reminders.
2. To pursue all the printing work.
3. Weekly/Fortnightly/Monthly arrear reports.
4. To prepare press copy of Annual Administration Report to be sent to the Press for printing and proof-reading of its Punjabi version.

Gazetteer Organization

Name of the Branch - Gazetteers Organization.
 Subject dealt with - Revision of District Gazetteers

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