

1st Manual: Particulars of the Public Authority

Name of the Organization	Department of Food, Civil Supplies & Consumer Affairs, Punjab.
Address of the Organization	Anaj Bhawan, Sector 39-C, Chandigarh.
Head of the Organization	Director, Food Civil Supplies & Consumer Affairs, Punjab-cum-M.D. PUNGRAIN.
Organization chart	Click here for information

Sr No.	Branch Name	Key Objectives	Functions and duties
1	Rice	To ensure smooth operations of custom milling of paddy procured by the State procuring agencies.	To implement the custom milling policy issued by the branch every year. The branch deals with the cases i.e., court cases, RTI, levy securities, complaints etc. related to policy matters.

2	Storage	Storage & movement of wheat	<ol style="list-style-type: none"> 1. Storage of Wheat, 2. Movement of Wheat, 3. Hiring of Godowns/plinths for the storage of wheats 4. Hiring of Security Guards for the ward & watch of Wheat stock, 5. Deals with temporary/ Ad-hoc P.R Chowkidars, 6. Physical verification of stocks 7. Sale/purchase of stock articles.
3	Food Distribution	Distribution of Essential Commodities under Targeted Public Distribution System Scheme of Government of India and State sponsored Atta Dal Scheme.	<p>This branch deals with the implementation of Public Distribution System/ Targeted Public Distribution System as per the GOI guidelines and Atta Dal Scheme as the directions of the State Government. Important policies dealt in this branch are:-</p> <ol style="list-style-type: none"> 1. Allotment of licenses for running fair price shops. 2. Allocations & Distribution of

			<p>food-grains under TPDS as per the provisions of National Food Security Act 2013.</p> <ol style="list-style-type: none"> 3. Allocations of food-grains under State sponsored Atta Dal Scheme. 4. Printing of ration cards & related forms. 5. Fixing stock limits for essential commodities. 6. Fixing norms for regular checking's of FPS & SKO dealers. 7. Constitution of Vigilance Committees.
4	Supply	To ensure that Petrol Pumps, Brick Kilns, Gas Agencies & Solvent Plants are functioning according to Government norms by getting these checked from the field functionaries of the department & through redressal of complaints against them.	Compilation of checkings of Petrol Pumps, Brick Kilns, Gas Agencies, Kerosene Retailers and Wholesalers & Solvent Plants done by field functionaries & redressal of complaints against these organizations.
5	Food Purchase	To run the procurement season smoothly by timely allotment of mandis and arrangement of bales for KMS/RMS.	<ol style="list-style-type: none">1. To procure wheat and paddy from the farmers for central pool as per specifications and MSP fixed by G.O.I.

			<ol style="list-style-type: none"> 2. Fixing the target and shares for KMS/RMS. 3. Allotment of mandis for procurement of wheat and paddy to the state agencies PUNGRAIN, PUNSUP, MARKFED and Punjab Agro as well as FCI according to shares. 4. To arrange bales required for packaging of Food Grains. In this regard, indents of bales are placed with DGS&D. 5. To coordinate between District offices, PUNGRAIN, other state agencies and DGS&D regarding receipt and inspection of bales. 6. Deals with complaints regarding sub standard bales and procurement in mandis. 7. To arrange BOD meeting of PUNGRAIN. 8. Branch acts as administrative branch for PUNGRAIN.
6	Superintendent Establishment-1	The Administrative Control on the Ministerial Staff (Class - 1& 2-employees) of the department.	<ol style="list-style-type: none"> 1. Recruitment, Promotion, Posting/ Transfer and Disciplinary proceedings.

			2. In general Co-ordination works
7	Superintendent Establishment -2	The Administrative Control on the Ministerial Staff (Class - 3 & 4 employees) of the department.	1. Recruitment, Promotion, Posting/ Transfer, Disciplinary proceedings. 2. General Coordination Works.
8	Superintendent Establishment -3	The Administrative Control on the Ministerial Staff (Class - 2 employees) of the department.	Promotion, Posting/ Transfer and Disciplinary proceedings.
9	Superintendent Establishment -4	The Administrative Control on the Field Staff (Inspector grade-1) of the department.	Recruitment, Promotion, Posting/ Transfer and Disciplinary proceedings.
10	Superintendent Establishment Accounts-1	Contingency regarding Electricity bill, water bills, Petrol bills, RRT advertisement bills regarding, Sanctions/ to make & to submit Online bills.	<ul style="list-style-type: none"> • Court Cases. • Ata Dal Scheme • Pungrain related contingency work. • For new telephone/mobile connections, continuous correspondence with BSNL, Chadigarh, Sector34 And 17, Chandiagr, BSNL, Mohali • Headoffice & District Circle Offices building rent regarding. • Meetings regarding implementation of orders passed by Hon'ble Punjab & Haryana High Court • TA Bills of Non gazetted staff Branch's general Seat workstationery. • Medical Bills of Non-gazetted staff of Head Office and medical bills of Retd Snr Auditors. • Allotment of Govt. accommodation, license

			<p>fees And NDC regarding.</p> <ul style="list-style-type: none"> • NDC/interest/mortgage of the Loans taken by employees from FD regarding and NDC from AG Punjab. • To avail LTC/leave encashment regarding. • to distribute wheat/loans given at the time of festival to Class IV employees regarding • GIS Policy Seat And related to GIS policy work • To maintain registers related to GIS accounts of the employees. • In Bill Branch bills of Non-gazetted employess,to prepare bills of those who avail LTC, to prepare Sallary certificate.To prepare quarterly Income taX, To prepare B.M 26-29 statement and sent that to Budget Fund branch,to prepare medical bills online,to prepare advance GPF bills,to prepare arear of 01-01-2006 pay Commission. • arrear bills of Non-gazetted employees, deduction of Income Tax, to prepare their FORM -16,to report to GPF branch,to report regarding House Loan,to prepare LPC and drawn statements of transferred employees.To make and sent Online leave encashment,gratuity & GIS bills to TO regarding retd employees • Working at Head office as a Cashier.Apart from that RTI applications/postal orders from registration fees of rice millers, bank draft,cheques of GIS,to deposit cheques of Atta Dal Scheme through challan at SBI, Sector 7, Chandigarh and then their verified copies
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			<p>collected from the from the bank and send to Treasury Office to reconcile the figures. These were then noted in cash book and receipt register.</p> <ul style="list-style-type: none"> • Apart from duties of Cashier, fees from IPO drawn from Head Post Office, Sec 17, Chandigarh. • Distribution of Statinary from Stationary Branch to other different branches of the Office. Apart from that maintenance of Official Staff Cars. To issue I-cards, Letter pad, visiting cards and stamps for official use. • To provide necessary services in office. • To provide furniture/ electricity/water etc services. To maintain work done by Chawkidars and drivers, to maintain cleanliness in office, to provide furniture, to make necessary arrangements for the office meetings etc.
11	Superintendent Establishment Accounts -2	1) This branch deals with pay fixation Policy and fixation of pay of Gazetted and Non Gazetted at Head Office and only Gazzetted Officer at the circal office , for example annual increment, pay fixation after revised pay commission, pay fixation after ACP and promotion, Along with this work this branch deal with Pension Policy and gives the pension benefits to the retired	<ul style="list-style-type: none"> • This branch deals with Policy of Pay fixation and Pension and circulate all instructions to all circle offices and concerned branches at head office which are received from Punjab Government for necessary action. • This branch deals with Pay Rules given by Punjab Government regarding Revised Pay Fixation. According to these instructions this branch Fixes salaries of Gazetted and non gazetted employess of Head Office and

		<p>official/officers for example regular pension, commuted pension, D.C.R.G. and leave-en-cashment, maintainernce of leave account i.e Earned leave, Half pay leave and computed leave, ex-India leave, Maternity leave etc in the service books.</p> <p>2) Salary and work related to income tax of Gazetted officer at head office.</p> <p>3) Payments of Medical bill and LTC of Gazetted officer at head office</p>	<p>Gazetted officers of Circle offices and this branch also deals with annual increment and maintainence of service books.</p> <ul style="list-style-type: none"> • Compliance with the orders issued by Establishment branches regarding salaries issues and leaves. • This branch also takes no due certificate from circle offices and concerned branches at head office before two years of the retirement of officer/employee. After receiving the no due certificate this branch send pension case to Accountant General Punjab and After Approval their Pension benefits are released. For example:- Regular Pension, DCRG, Commuted pension and leave encashment. • This branch forwards instruction/orders issued by honorable Chief Secretary of Punjab to all district office and branches at the head office regarding disposal of pending pension cases and participation in meetings conducted by Director Pension is done to dispose of pending cases. For instance information regarding pension cases is collected from circle offices and consolidated then matter is taken up at meeting of Direct Pension. • Sanction of Payment of LTC is issued to the gazetted officers of circle office and gazette/non gazette staff at head office . • Sanction of Payment of Medical bill are issued to the retired gazetted officers at head office.
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12	Inspection	Audit of Food grain with respect to PUNGRAIN & Foodsup is done by Accountant General Punjab (Audit) during Audit the Para's made by A.G.Pb. are sent directly to the concerned District Offices as well as to Head Office. Reply to the Audit Para's are got from the District Office by the branch & are sent to the A. G. Pb. for settlement of the same.	Audit of Food grain with respect to PUNGRAIN & Foodsup is done by Accountant General Punjab (Audit) during Audit the Para's made by A.G.Pb. are sent directly to the concerned District Offices as well as to Head Office. Reply to the Audit Para's are got from the District Office by the branch & are sent to the A.G. Pb. for settlement of the same.
13	Recovery	Recoveries from officials regarding late document dispatched and recovery from FCI about amount withheld by FCI on various ground.	To receive charge sheet material and other documents for show cause notice to the culprit & deliver to the concerned branch.
14	Banking	<p>A. All payments made by PUNGRAIN (Head Office)</p> <p>B. Maintain Funds (Fixed Deposits) i.e. nature of payments.</p>	Release of all types of Securities of Rice Millers/Labour Contracts and other Contractor etc. on the day to day payment of PUNGRAIN, (Head Office).
15	Less-Excess	Realization of excess as per norms fixed on account of wheat stocks dispatched to FCI from Godown/Plinth.	To check PR 35/7 reports that excess has been accounted for as per norms fixed by department. If any less-excess/ shortage is detected, administrative action is initiated against the delinquent

			official upto the level of AFSO.
16	Quality Control	<p>To ensure that the stocks are properly maintained, proper fumigation of the stocks is done by the field functionaries as per the norms fixed by the department, regular inspection of the stocks is done to ensure the good health of the stocks and to keep the godowns in proper hygienic condition and to remove the discrepancies pointed out by FCI as well as by GOI during their inspections. Implementation of FSSAI Act 2006 regarding obtaining license for CAP, covered and PEG godowns. One central food grains analysis laboratory is established at Head office which conducts analysis of paddy, wheat and rice samples brought by senior officers of the department during their surprise inspections. In addition five labs at divisional level which are being maintained by PUNGRAIN staff and 5 labs in PEG godowns</p>	<ul style="list-style-type: none"> • Quality control Branch provides fumigants such as Aluminium Phosphide (Celphos), Malathion, D.D.V.P. and Deltamethrin for the preservation of the stocks stored by Pungrain. Aluminium Phosphide (Celphos) is purchased through Punsup and Malathion, D.D.V.P. and Deltamethrin through Markfed. • This branch imparts training to field staff Assistant Food and Supplies Officer/Inspectors regarding preservation of stocks and treatment of stocks by fumigants as per the standing instructions. This training is being provided by Ministry of Food, Government of India, IGMRI Ludhiana,Hydrabad and through Departmental level. • The suggestions and discrepancies pointed out by the Food Corporation of India

		<p>will also be established within few days.</p>	<p>during their inspections are dealt in this branch and suitable action is taken as per instructions.</p> <ul style="list-style-type: none"> • Directions has been issued to all District Manager's of Pungrain to obtain licences under Food Safety and Standards Act, 2006 and further communication is made with the District offices. • Instructions has been issued to Assistant Food and Supplies officers and Inspectors to send the Monthly Inspection/P.R-38 Reports of the godowns under their jurisdiction, The recovery of the amount on account of quality cuts deducted by Food Corporation of India is made from the delinquent officers/officials and the matter take up with concern Establishment Branches. • Foodgrains analysis
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17	Wheat Accounts (1 to 4)	Check the Cash Accounts, Stock and Inventory Accounts received from the various districts of the State.	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control.

18	Rice Accounts (1 to 3)	To supervise stock accounts of paddy, stock account of CMR/Levy Rice Stock, Miller wise accounts received from the various districts of the state.	<ol style="list-style-type: none"> 1. To check stock of Paddy- Reconciles Paddy stock account with cash account. 2. To check stock of CMR. 3. To check miller-wise account Custom milled rice.
19	Budget Fund	a. Department Budget, b. Labour/ cartage, Transportation, PEG Godown & Dharam Kanda policies.	Allotment of Departmental Budget & to issue policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda.
20	Incidental	To ensure quick reimbursement of incidentals charges from GOI.	To regularly pursue the incidental cases with GOI.
21	Compilation	Preparation of balance sheet, reconciliation of loaning/ borrowing gunnies account with state procuring agencies and appointment/maintaining of record and appointment extension in contractual period of contract employees time to time.	To collect the data for all districts for finalization of balance sheet compiling, reconciliation of stocks of gunny bales with state procuring agencies and appointment. Maintaining of record and extension in contractual period of contract employees time to time.
22	GPF	Maintenance of GPF accounts of employees of Food & Supplies Department	Advances, Final Payments and residual payments of employees.