

Manual 3: Procedure followed in decision making

Sr No.	Branch Name	Process of decision making	Final decision making authority	Related provisions acts, rules etc	Time limit for taking a decision, if any	Channels of supervision and accountability
1	Rice	State Govt. procures paddy on behalf of Govt. of India and delivers due rice to F.C.I. The paddy procured is allotted to eligible rice mills for the purpose of milling. The branch while monitoring the delivery process ensures that millers strictly follow the rice delivery schedule laid down by the	Director, Food, Civil Supplies and Consumer Affairs, Punjab	Nil	As per Govt. Rules	Director Additional Director Asstt. Director, Sr. Assistant/Inspector, clerk

		Govt. Those millers who lag behind the delivery schedule are acted against as per the provisions contained in the custom milling policy.				
2	Storage	Through committees	Director of Food, Civil Supplies and Consumer Affairs, Punjab	P.R Manual and instructions issued from time to time	As early as possible	Director Deputy Director Superintendent, Sr.Assistant/Inspector, clerk

3	Distribution	The branch dealing assistant's submit their proposals reporting to their issues to competent authority for taking final decisions.	Administrator, Secretary/ Director, Food Civil Supplies & Consumer Affairs, Punjab	<ol style="list-style-type: none"> 1. National Food Security Act, 2013. 2. The Punjab Targeted Public Distribution System (Licensing and Control) Order, 2016. 3. The Essential Commodities Act, 1955. 4. The Punjab Hoarding and Profiteering Prevention Order, 1977. 5. Punjab Food Security Rules, 2016. 6. RTI Act 2005. 	<ul style="list-style-type: none"> • Allocation of subsidized wheat is issued twice a year. • Appeals filed by FPS dealers are dealt as per the TPDS control order. • Application for transfer of FPS licenses and RTI applications are processed immediately. 	Secretary Director Joint Director Superintendent, Sr.Assistant/Junior Auditors, clerk
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4	Supply	<p>Norms for checkings of Petrol Pumps, Brick Kilns & Gas Agencies have been fixed by the Govt. as under-</p> <p>Gas Agencies:</p> <p>1. DD(F)- 2% + 1 (Parallel Mktng)</p> <p>2. DFSC- 5% + 1 (Parallel Mktng)</p> <p>3. FSO- 10% + 1 (Parallel Mktng)</p> <p>4. AFSSO- 15% + 1 (Parallel Mktng)</p> <p>Petrol Pumps</p> <p>1. DD(F)- 2 in the division</p> <p>2. DFSC- 2 in the district</p> <p>3. FSO- 3 in his Area</p> <p>Brick Kilns</p> <p>1. DD(F)- 3 in</p>	Director Food Civil Supplies & Consumer Affairs, Punjab	<p>1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.</p> <p>2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices) Order, 1998</p> <p>3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978</p> <p>4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998.</p> <p>5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001</p> <p>6. Liquefied Petroleum Gas</p>	<p>The checking reports have to be submitted by the field officers on monthly basis to head office by 10th of subsequent month. The Brick Kiln owner has to apply for renewal of license before 31st March every year. If he fails to do so, the brick kiln license is either suspended or cancelled. The DFSC can reinstate a suspended license of Brick Kiln within 180 days of suspension. If the license is not renewed within this period then the</p>	Director Joint Director(Supply) Superintendent (supply) Senior Assistant/Junior Auditor
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		<p>the division 2. DFSC- 5 in the district The checking reports received from the district offices are evaluated against the fixed norms and are submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Superintendent, Assistant Director and Additional Director and are submitted to the Commissioner, as per the merits of the case. Suitable penal action is recommended against the</p>		<p>(Regulation of Supply and Distribution) Order, 2000 7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000 8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000</p>	<p>B.K.O can file appeal before the Director within 30 days of the decision. Further, the appeal against the decision of Director can be filed with the Secretary to Govt.</p>	
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		delinquent officers/offici als who do not perform the checkings as per norms.				
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5	Food Purchase	Clerk to put-up the case-then dealing hand to deal it and submit to the Superintendent which is forwarded to the Additional Director(Procurement) and then case is sent to Director/Secretary/FSM/CM(Cabinet) for final orders as per the nature of case.	FSM/ Secretary/ Director, Food, Civil Supplies and Consumer Affairs Punjab.	<ol style="list-style-type: none"> 1. Procurement policies of wheat and paddy are decided at FSM's/CM's level. 2. Guidelines issued regarding specifications/ inspection of bales by DGS&D, Ministry of Commerce/ Textile, GOI. 	To implement decisions regarding procurement policies of wheat/ paddy and indents for required bales are taken well in advance before the commencement of Rabi/ Kharif marketing seasons.	Clerk- Dealing Hand (Assistant)- Superintendent- Additional Director(Procurement)- Director-Secretary
6	Establishment-1	Assistant to put up the case Superintendent, which is forwarded to Deputy Secretary which is then forwarded to Director or Secretary for final orders.	<ol style="list-style-type: none"> 1. Secretary to decide show cause notice under Rule 10 of the Punishment and Appeal Rules 1970 2. Commissioner to decide show cause notice under Rule 10 and Charge Sheet 	<ol style="list-style-type: none"> 1. Department class -1 and class-3 Rules. 2. Rules of business of the department 3. Punishment and appeal Rules 1970 4. Common Service and Condition Rules 1994 and 	As early as possible	Clerk Assistant Superintendent Deputy Secretary Director/Commissioner Secretary

			<p>under Rule 8 of the Punishment and Appeal Rules 1970.</p> <p>3. Secretary works as Administrative Head as well as Appellate Authority</p>	<p>other related Rules of the Government.</p>		
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7	<p style="text-align: center;">Establishment -2</p>	<p>Clerk to put-up the case-than dealing hand to deal it and submit to the Superintendent-which is forwarded to the Deputy Secretary, Director and Secretary for final orders.</p>		<ol style="list-style-type: none"> 1. 1. Departmental Class-3(Punjab Food and Supplies (Class III) Service Rules, 1990) and Class-4 Rules. 2. Rules of Business of the department. 3. The Government Employees (Conduct) Rules, 1966 4. The Punjab Civil Services(Punishment and Appeal) Rules, 1970 5. Instructions issued by the State Government on Service and Financial matters by the department of Personnel, Finance etc. 6. Government of Punjab's "The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and other related rules of the State Government.. 	<p style="text-align: center;">As early as possible</p>	<p style="text-align: center;">Clerk-Dealing Hand (Assistant) -Superintendent-Deputy Secretary-Director-Secretary</p>
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8	<p>Establishment -3</p>	<p>Clerk to put-up the case-then dealing hand to deal and submit to the Superintendent-which is forwarded to the Deputy Secretary, Director and Secretary for the final orders.</p>	<ol style="list-style-type: none"> 1. Matter regarding delegation of powers to Decide ShowCause Notice under Rule-10 of the Punishment and Appeal Rules-1970 is under consideration. 2. Director to decide Chargesheet under Rule-8 of the Punishment and Appeal Rules-1970, 3. Secretary works as Administrative Head as well as authorized for the Promotion, Posting/Transfers of the Assistant Food and Supplies Officer as Head of the Department as well as appellate authority 	<ol style="list-style-type: none"> 1. Punjab Food & Supplies (Class-III) Service Rule 1990. 2. Rules of Business of the department. 3. Punishment and Appeal Rules-1970. 4. Common Services and Condition Rules, 1994 and other related instructions of the State Governement. 	<p>As early as possible</p>	<p>Clerk-Dealing Hand (Asstt.)- Superintendent-Deputy Secretary- Director - Secretary</p>
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9	<p>Superintendent Establishment -4</p>	<p>Clerk to put-up the case-then dealing hand to deal it and submit to the Supdt.- which is forwarded to the Joint Secretary, Commissioner and Secretary for final orders.</p>	<ol style="list-style-type: none"> 1. Matter regarding delegation of powers to decide Show Cause Notice under Rule-10 of the Punishment and Appeal Rules, 1970. 2. Commissioner/Director to decide Charge Sheet under Rule-8 of the Punishment and Appeal Rules, 1970, as well as Competent/Appointing Authority for the Recruitment, Promotion, Posting/ Transfers of the Ministerial Staff as Head of the Department. 3. Secretary works as Administrative Head as well as appellate authority. 	<ol style="list-style-type: none"> 1. Punjab Food & Supplies (Class-III), Service Rules, 1990 2. Rules of Business of the department. 3. Punishment and Appeal Rules, 1970. 4. Common Services and Condition Rules, 1994 and other related rules of the State Government. 	<p>As early as possible as</p>	<p>Secretary-Director-Deputy Secretary-Superintendent-Dealing Hand (Assistant)-Clerk</p>
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10	Establishment Accounts-1	Bills/Sanction/rent work etc received, reviewed by the Superintendent, Deputy Secretary and are submitted to the Director/Managing Director, Pungrain, as per the merits of the case.	Secretary to Govt. Of Punjab, Deptt. of Food Civil Supplies and Consumer Affairs/ Director, Food Civil Supplies & Consumer Affairs, Punjab/Managing Director, Pungrain	1. Contingency Fund Rules 2. Medical Bills Rules 3. LTC Rules	As early as Possible	Secretary Director/Managing Director, Pungrain Deputy Secretary Administrative Officer Superintendent Senior Assistant/Junior Auditor/Inspector
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11	<p>Superintendent Establishment Accounts -2</p>	<p>This branch receives certificate of verification from circle offices and give benefits of annual increments, After getting orders regarding promotion and orders from Punjab government Diarist dairy the letter after that record keeper put up the letter to concerned Assistant /Junior Auditor on file. Assistant /Junior Auditor deal the case after that he gives to superintendent. Superintendent moves the case to Administrative officer after that</p>	<p>Secretary to Govt. Of Punjab, Deptt. of Food Civil Supplies and Consumer Affairs/ Director, Food Civil Supplies & Consumer Affairs, Punjab As per Rules of 1990</p>	<p>As per CSR rules and Instructions of Punjab Government</p>	<p>As early as possible</p>	<p>Secretary Director Deputy Secretary Administrative Officer Superintendent Senior Assistant/Junior Auditor</p>
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		file sends to deputy Secretary and Honorable Director Food and Honorable Secretary Food gives order on file .				
12	Inspection	A.G. Punjab sent various types of paras to this Department. This department has sent all paras to concerned authorities for taking replies of all these paras. During this process if anyone not furnish reports to this office then branch staff submit to their report to the higher	Director, Deptt. of Food Civil Supplies and Consumer Affairs, Food Civil Supplies & Consumer Affairs, Punjab	nil	As per Govt. Instructions/Rules.	Director Controller Food and Accounts Dy. Controller Food and Accounts Sr. Auditor, Sr. Assistant /Jr. Auditor/Inspector

	<p>authorities, pointing out the discrepancies, if any. The same are reviewed by the Sr. Auditor, DCFA and Additional Director Cum Controller and are submitted to the Director, as per the merits of the case. Suitable penal action is recommended officers/offici als who do not submit the Audit Reply during the time period specified in policy/Instruct ion regarding Audit paras.</p>			
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13	Recovery	<p>State Govt. procures wheat and paddy on behalf of Govt. of India. During this process if there is any loss of interest due to late document dispatch to FCI and amount withheld by FCI on various Accounts. The amount to be recovered from officials And FCI is collected from concerned District and submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Sr. Auditor, DCFA and</p>	<p>Director, Food, Civil Supplies and Consumer Affairs, Punjab</p>	<p>Nil</p>	<p>To recover the amount of loss of interest to Govt. initially show cause notice is issued to the delinquent official. And, then amount of recover is confirmed on the basis of the personal hearing of the officials and comments of DFSC. Show cause notice must be issued within 4 years from the occurrence of loss if the official is retired.</p>	<p>Director Controller Food and Accounts Deputy Controller Food and Accounts Sr. Auditor, Sr. Assistant/ Jr. Auditor/Inspector</p>
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	<p>Additional Director Cum Controller and are submitted to the Director, as per the merits of the case. Suitable penal action is recommended against the delinquent officers/offici als who do not submit the documents during the time period specified in policy regarding dispatch documents.</p>				
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14	Banking	Junior Auditor to put the case to the Senior Auditor which is forwarded to the MD Pungrain, again to the Director Food Supplies.	Director, Food civil supplies & Consumer Affairs Punjab/ M.D. PUNGRAIN.	Punjab Financial Rules of current year.	Depending on the case to case basis within span of a short period.	PUCs are dealt with Junior Auditor and then submitted to Senior Auditor for checking and finally approved at the level of Dy. Manager (Finance) & Director Finance and Director, Food Supplies.
15	Less-Excess	Action under Rule 8 or 10 of Punjab Civil Services Rules (P&A)1970 is initiated against the staff	Director of Food, Civil Supplies and Consumer Affairs, Punjab	Rule 8 or 10 of Punjab Civil Services Rules (P&A)1970	PR35 reports is prepared by the Inspector at the time of vacation of Plinth/Godowns and is submitted to the DFSC concerned, who after his satisfaction sent the same to Head Office in Shortage Branch. The district wise allocation of work amongst the staff has been made and each PR 25 report is scrutinized by the Branch	Clerk, Inspector, Junior Auditor, Sr. Assistantt, Superintendent, Joint Director, Director ,Secretary

					Official by preparing a table to see that excess has been accounted for as per norms. The prevailing norms of excess are as under: 1. For covered godowns 1% 2. For open godowns/cap storage 0.7% 3. Excess will be taken only during first year of shortage	
16	Quality Control	<p>Norms for checkings of C.A.P./ Covered and P.E.G. godowns have been fixed by the Department.</p> <p>The inspection reports received from the district offices/ higher officers are evaluated</p>	<p>Secretary to Govt. Of Punjab, Deptt. of Food Civil Supplies and Consumer Affairs/ Director, Food Civil Supplies & Consumer Affairs, Punjab</p>	<p>1. As per PR Manual 2. Punjab Levy control order</p>	<p>As early as possible</p>	<p>Director Deputy Secretary Superintendent FSO/AFSO/Inspector</p>

		<p>against the fixed norms and are submitted to the higher authorities, pointing out the discrepancies, if any. The same are reviewed by the Superintendent, Executive Director and are submitted to the Director, as per the merits of the case. Suitable action is recommended against the delinquent officers/officials who do not perform the inspections as per norms.</p>				
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17	Wheat Accounts (1to4)	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, CFA for final orders.	Additional Director-cum-Controller Finance and Accounts	<ol style="list-style-type: none"> 1. Rules of Business of the department 2. Storage Policy maintained by Storage Branch 3. Transportation policy maintained by Budget Branch 4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch 	As early as possible	Junior Auditor Senior Auditor ACFA CFA
18	Rice Accounts (1to 3)	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, Additional Director cum Controller (F&A) for final orders.	Additional Director cum Controller(F&A)	<ol style="list-style-type: none"> 1. Rules of Business of the department 2. Transportation policy maintained by Budget Branch 3. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch. 	As early as possible	Junior Auditor Senior Auditor ACFA CFA

19	Budget Fund	Jr. Auditor to put up the case to Sr. Auditor, which is forwarded to ACFA/AO, Dir. Finance/CFA, DFS & SFS.	Secretary/ Commissioner Food Civil Supplies & Consumer Affairs, Punjab/M.D. PUNGRAIN.	<p>1. Preparation of Dept. Budget according to Rules of Budget manual.</p> <p>2. Policies issued by the Dept. regarding Labour/ Cartage, Transportation, PEG Godown & Dharam Kanda.</p>	As per Norms.	Secretary, Food & Supply Director, Food & Supply Director Finance Controller Finance & Accounts Asst. Controller Finance & Accounts/Accounts Officer Senior Auditor Senior Assistant/ Junior Auditor
20	Incidental	The proposals of incidentals are sent to GOI New Delhi.	Secretary Food Civil Supplies & Consumer Affairs Punjab.	<ul style="list-style-type: none"> • The Punjab value added Act 2005. • (ID Cess) Punjab Infrastructure Development and Regulation Act 2002. • Punjab Agriculture Produce Market Act 1961. 	As soon as possible.	Director Advisor Pungrain Deputy Controller Finance & Accounts Senior Auditor Senior Assistant/ Junior Auditor

21	Compilation	Preparation of balance sheet, reconciliation of loaning/borrowing gunnies account with state procuring agencies and appointment/maintaining of record and extension in contractual period of contact employees time to time.	Secretary Food, Civil Supplies & Consumer Affairs Pbcum Chairman PUNGRAIN.	Balance sheet is prepared under Company Act 1956.	As soon as possible	Director Food/ M.D. PUNGRAIN/Director Finance G.M. (Accounts/Finance)/ A.O./ Senior Auditor & Junior Auditor
22	GPF	Clerk to put up the case then dealing hand to deal it and submit to the Senior Auditor which is forwarded to the Assistant Controller, Finance and Accounts then Deputy Secretary	1. Deputy Secretary to approve final payments and non-refundable advances.	Chapter 13 of Punjab CSR Volume-II.	As early as possible.	Clerk-dealing hand (Assistant)-Senior Auditor-Assistant Controller (Finance & Accounts)- Deputy Secretary

