

CHAPTER III

The procedure followed in the Decision Making Process including Channels of Supervision and Accountability

In pursuance of the provisions of Rules 18 and 19 of the Rules of Business of the Govt. of Punjab, 1992 as framed vide Punjab Government order No. 15/1/92-GC(2)/3214, dated 25-02-1992 in super session of the 4 previous Standing Orders issued vide No. 16/47/95-4RDE-IV/15906, dated 17-07-1997, the level of disposal would be as per Annexure I,II,and III. However, the cases which are not covered/mentioned in Annexure-I,II and III shall be disposal as per Rules of Business *ibid*.

This delegation will be subject to the overall control and directions of the Rural Development and Panchayat Minister (RDPMP)

Annexure-I

Cases to be submitted to Hon'ble Chief Minister, Punjab for passing orders.

- i) Cases raising question of policy and cases of administrative importance not covered by the schedule.
- ii) Cases which effect or are likely to effect the peace and tranquility of the State.
- iii) Cases which effect the relations of the State Government with the Government of India, any other State Government, the Supreme Court or the High Court for the States of Punjab and Haryana.
- iv) Cases where successor Minister wishes to modify the orders of his predecessor in office.
- v) Cases in which there is difference of opinion between the Secretary/Financial Commissioner and the Minister in charge.
- vi) Such other cases or classes of cases as the Minister may consider necessary.

Annexure-II

Cases to be disposal of at the level of Rural Development & Panchayats Minister

- i) Cases which are required to be submitting to the Governor/Chief Minister/the Council of Minister in accordance with provisions of the rules of business.
- ii) Formulation and amendment of the rules relating to requirement and conditions of services.
- iii) Cases relating to Revision of scales of pay or the grant of special pay and allowances.
- iv) Cases of appointment by promotion or transfer or direct recruitment to Group 'A' and Group 'B' posts which require to be referred to the Punjab Public Service Commission.
- v) Posting and transfers of Group 'A' and Group 'B'

- vi) Cases of extension of probation period of Group 'A' and Group 'B' officers and termination of their services or their reversion.
- vii) Cases of Group 'A' and Group 'B' officers in which it is proposed to stop at proficiency step up.
- viii) Determination of seniority of Group 'A' and Group 'B' Officers.
- ix) Reference of Group 'A' and Group 'B' officers to the Vigilance Department for enquiry.
- x) Proposal for the suspension or revocation of suspension of Group 'A' and Group 'B' officers.
- xi) Proposal for imposing major penalty in the cases of Group 'A' and Group 'B' officers.
- xii) Review of an order imposing any major penalty in the cases of Group 'A' and Group 'B' officers.
- xiii) Premature retirement of Group 'A' and Group 'B' officers.
- xiv) Acceptance of resignation of Group 'A' and Group 'B' officers.
- xv) Representation against adverse remarks in confidential reports of Group 'A' and Group 'B' officers.
- xvi) Approval of the applications of Group 'A' and Group 'B' officers for assignments abroad.
- xvii) Cases of re-employment of Group 'A' and Group 'B' officers.
- xviii) Withdrawal of civil and criminal proceedings against Group 'A' and Group 'B' officers and payment from the State Revenue the amount for damage in suits brought by or against Group 'A' and Group 'B' officers.
- xix) Nomination to PCS (Executive Br.) and IAS.
- xx) Exemption from passing departmental examination in full or in part thereof, in case of Group 'A' and Group 'B' officers.
- xxi) Cases which effect or are likely to effect the interest of the scheduled castes and backward classes.
- xxii) Proposal for prosecution, dismissal, removal of compulsory retirement of any Group 'A' and Group 'B' officers.
- xxiii) Any communication from the Election Commission.
- xxiv) Any departure from the rules which comes to the notice of Secretary Rural Development & Panchayats.
- xxv) Additional/ dual charge to Group 'A' officers of rank of the except Deputy Directors, Joint Directors, Additional Director, Executive Engineer and Superintending Engineer (PRC).

- xxvi) Proposal involving alienation, either temporary or permanent of sale, grant or lease of Government property between Rs. 25000/- and Rs.75000/- in value or the abandonment or reduction of revenues between Rs. 25000/- and Rs. 75000/- except when such alienation, sale, grant or lease of Government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the council.
- xxvii) Proposal for creation and abolition of any posts.
- xxviii) Deputation of Group 'A' and Group 'B' officers.
- xxix) Deputation or training abroad of Group 'A' and Group 'B' officers.
- xxx) Permission to Group 'A' and Group 'B' officers for acquiring higher education abroad.
- xxxi) Representation against the orders of Administrative Secretary.
- xxxii) Review / Appeal against an order imposing minor penalties by Administrative Secretary in cases of Group 'A' and Group 'B' officers.
- xxxiii) Enactment of new legislation, amendments to the existing Act, framing of rules, under various Acts and issuance of notifications in exercise of power vested under the Act /Acts.
- xxxiv) Assembly / Parliamentary business, call attention notice and resolution etc. (The Financial Commissioner Govt. of Punjab, Department of Rural Dev. and Panchayats (FCRDP) shall also be responsible for it)
- xxxv) Approval of new schemes.
- xxxvi) Inclusion of new schemes in the Plan.
- xxxvii) Formation of various committees in respect of Group 'A' and Group 'B' officers and Group 'C' employees including Panchayat Secretaries.
- xxxviii) Creation of new Development Block and also predetermination of the existing blocks.
- xxxix) Matters likely to bring the State Government into controversy with the Government of India or any other State Government.
- xl) Important cases involving question of policy or principle not expressly provided for the above mentioned items.
- xli) Cases relating to shifting of Head quarters of Group 'A' and Group 'B' officers.
- xlii) Appointment on the recommendation of the Punjab Public Service Commission of Group 'A' and Group 'B' officers.
- xliii) Requisition/reference to be made to the Punjab Public Service Commission of Group 'A' and Group 'B' officers
- xliv) Continuance of service beyond 50-55 years of Group 'A' and Group 'B' officers.

- xlvi) Confirmation of Group 'A' and Group 'B' officers.
- xlvi) Continuation of Group 'A' and Group 'B' officers in service beyond six months, who are recruited/promoted on adhoc basis.

Note 1: Group 'A' and Group 'B' services means those officers, who were falling in Class-I and Class-II services previously.

Note 2: The RDPM may call for any case for decision thereon irrespective of the fact that authority to dispose of the same has been delegated to any other officer under him. Further no file concerns to Group 'A' and Group 'B' officers for obtaining comments/clarification/view of other departments should be sent to them without approval of RDPM.

Annexure-III

Cases to be disposed of at the level of Financial Commissioner/Secretary to Government of Punjab, Department of Rural Development & Panchayats, Kindly see note below for classification of Group 'A' and Group 'B'

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| Group 'B' | <ul style="list-style-type: none"> i) Reduction in retirement benefits admissible under the Rules of Group 'A' and officers. ii) Action on reports of PAC/Estimate Committee/Assurance Committee. iii) Waiving of any claim or recovery in cases of substantial amount against Group 'A' and Group 'B' officers. iv) Registration of cases of Group 'A' and Group 'B' officers with the police. v) Grant of advance increments to Group 'A' and Group 'B' officers in accordance with the policy of the Government. vi) Annual Administration Reports. vii) Cases covered under ACP scheme of the Group 'A' and Group 'B' officers. viii) Reference to cases proposed to the Vigilance Department for enquiry against Group 'B' officers. ix) Approval for Charge-sheeting and appointment of in the cases of Group 'A' and Group 'B' officers. x) Appeal against the orders of Head Department. xi) Approval of issue of show cause notice under rule 10 of punishment and Appeals Rules, 1970. xii) Exemption of passing departmental examination in full or in part thereof in case of Group 'B' officers. xiii) Cases relating to shifting of Headquarters of Group 'B' officers. xiv) Representation of Group 'A' and Group 'B' officers against adverse remarks in their confidential reports. |
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- xv) Approval of tour programme of Head of Department.
- xvi) Grant of casual leave to Head of Department.
- xvii) Representation against the orders of Head of Department where Secretary, Rural Development & Panchayats himself is not Head of the Department.
- xviii) Requisition or reference to be made to the Punjab Public Service Commission in cases of Group 'B'.
- xix) Imposition of minor penalty of Group 'A' and Group 'B' officers.
- xx) Cases relating to satisfactory completion of probation period by Group 'A' and Group 'B' officers.
- xxi) Order regarding treatment of period of suspension in case of Group 'A' and Group 'B' officers.
- xxii) Appeal and representation to the Government by non-gazetted employees.
- xxiii) Forwarding or withholding of application for training or assignments within the country in cases of Group 'A' and Group 'B' officers.
- xxiv) Cases relating to increase/decrease in subsistence allowance of Group 'A' and Group 'B' officers.
- xxv) Regulation of financial irregularities.
- xxvi) Cases involving substantial loss to Government stores.
- xxvii) Imposition of major penalties upon Group 'C' and Group 'D' employees whose appointing authority is the Government.
- xxviii) Waiving of any claim or recovery in cases of substantial amount against Group 'B' officers.
- xxix) Disposal of complaints which are supported by affidavits and no report has been called for by the Minister in Charge/Chief Minister/Governor.
- xxx) Property returns cases, under conduct rules of Group 'A' and Group 'B' officers where there is an addition to the property return since last year.
- xxxi) Additional/Dual charge to Group 'A' and Group 'B' officers except Additional Director, Joint Director Deputy Director, Executive Engineer, SE (PRC).
- xxxii) Approving of written statement to be filed in the courts in the cases of Group 'A' and Group 'B' officers.
- xxxiii) Formulation of various committees in respect of Group 'C' employees including Panchayat Secretaries.
- xxxiv) Permission of Group 'A' and Group 'B' officers for acquiring higher education in India.
- xxxv) Any other item of work not expressly covered in these orders.

Note 1 : Group 'A' and Group 'B' services means those officers, who were falling in Class-I and Class-II services previously.

Note 2 : The RDPM may call for any case for decision thereon in respect of the fact that authority to dispose of the same has been delegated to any other officer under him. Further no file concerning to Group 'A' and Group 'B' officers for obtaining comments/clarification/view of other departments should be sent to them without prior approval of RDPM.

Note 3 : The Financial Commissioner/Secretary to Government, Punjab Department of Rural Development & Panchayats by an order may delegate as to which class (I-IV) cases listed in this Annexure will be disposed at the level of Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary, Under Secretary and Superintendents.

Annexure-III (Part-I)

- i) Posting and transfers of Non-gazetted officials.
- ii) Deputation of Non-gazetted officers. Except (JE).
- iii) Cases in which it is proposed to stop at the efficiency bar except Group 'A' and Group 'B'.
- iv) Determination of seniority of non-gazetted officials.
- v) Reference of cases proposed to the Vigilance Department for enquiry against non-gazetted.
- vi) Proposal for the suspension or revocation of suspensions in non-gazetted cases.
- vii) Premature retirement of non-gazetted officials.
- viii) Approval for charge-sheeting non-gazetted officials.
- ix) Acceptance of the resignation of non-gazetted officials.
- x) Reduction in retirement benefits admissible under the rules in cases of non-gazetted officials.
- xi) Representation against adverse remarks in confidential reports cases of non-gazetted official.
- xii) Forwarding of application for assignment abroad of non-gazetted officials.
- xiii) Deputation or training abroad on non-gazetted officials.
- xiv) Cases of re-employment of non-gazetted officials.
- xv) Withdrawal of Civil and criminal proceedings against non-gazetted officials and payment from the State Revenue of damages in suits brought by or against non-gazetted officials.

- xvi) Sanction for the prosecution on recommendations of the Vigilance/Police Department of non-gazetted officials.
- xvii) Imposition of major/minor penalty in the case of non-gazetted officials except where the appointing authority is the Government.
- xviii) Orders regarding treatment of period of suspension of non-gazetted officials.
- xix) Cases relating to satisfactory completion of probation in respect of non-gazetted officials.
- xx) Confirmation of Non-gazetted officials.
- xxi) Cases regarding fixation of pay and counting of service for pension of Group 'A' and Group 'B' officers.
- xxii) Approval of service for the purpose of retirement benefits where approval by the Government is required.
- xxiii) All court cases (Group 'A' and Group 'B') relation to service matters, sanction for defence, filing of affidavits, filing of appeals etc. except cases in which the Secretary to the Government is required to file an affidavit in written statement.
- xxiv) Dual charge of a post of Group 'C' and Group 'D'
- xxv) Extension in time limit for passing the examination (Group 'A' and Group 'B') exemption from examination to Group 'C'.
- xxvi) Declaration of results of departmental examination conducted by Personal Department.
- xxvii) Forwarding of application for employment in India or abroad of non-gazetted officials.
- xxix) Registration of cases with the Police except Group 'A' and Group 'B' officers.
- xxx) Continuance of adhoc appointment beyond six months in r/o non-gazetted officials.
- xxxi) Issuance of No Objection Certificate (NOC) for obtaining passport for going in r/o non-gazetted officials as per Government instructions issued from time to time.
- xxxii) Extension in term of deputation of non-gazetted officials.
- xxxiii) Permission to allow to hear arbitration cases of non-gazetted officials.
- xxxiv) Grant of honorarium, permission to accept fees in r/o cases of Group 'A' and Group 'B' officers and others according to Rules.
- xxxv) Grant of advance increment in accordance with the Govt. policy, in r/o non-gazetted officials.
- xxxvi) Tour programme and TA/DA authorization in r/o officers and to accord sanction of journey beyond jurisdiction.

- xxxvii) Grant of leave including, earned leave to Group 'A' and Group 'B' officers.
- xxxviii) Retirement benefits to Group 'A' and Group 'B' officers and other cases except where a reduction is proposed.
- xxxix) Cases relating to increase/decrease in subsistence allowance of Group 'C' & 'D' officials.
- xl) Approval of SNE in respect of old scheme.
- xli) Issue order of retirement of group 'A' and group 'B' officers.
- xlii) To convey adverse remarks and issue appreciation letters to Group 'A' and Group 'B' officers and others.
- xliii) To accept property return of Group 'A' and Group 'B' officers and to accord sanction to Group 'A' and Group 'B' officers.
- xliv) Cases of non-gazetted officials in which it is proposed with hold them on efficiency bar/proficiency step up.
- xlv) To sponsor Group 'C' officials in different training courses in departmental training centres and in courses in other states.
- xlvi) Continuation in service beyond the age of 50-55 years of non-gazetted officials.
- xlvii) To declare DDO as per rules.
- xlviii) Appointment of Enquiry Officers in the cases of non-gazetted officials.
- xlx) Approval of written statement or affidavits to be filed in Court cases in respect of Group 'C' and Group 'D' officials.

Note 1 : To issue relevant orders in respect of Group 'C' and 'D' officials.

Annexure-III (Part-II)

- i) Sanction of loans/advances to Group 'A' and Group 'B' officers.
- ii) Tour Programme and TA/DA bills of Group 'B' officers and sanction of journey beyond jurisdiction.
- iii) Sanction of pension, DCRG etc. of Group 'A' and Group 'B' officers.
- iv) Sanction of LTC, to Group 'A' and Group 'B' officers.
- v) Sanction of medical reimbursement of Group 'A' and Group 'B' upto the limit as per Government instructions.
- vi) To declare result of departmental examination of Group 'B' officers and other allied matters.
- vii) Grant of normal increment and issue of salary slip of Group 'A' and Group 'B' officers.

- viii) Calling the committee/reports with regard to complaints.
- ix) Issue of orders and letters after approval of the competent authority.
- x) Signing of written statement after approval.
- xi) Signing of defence sanction in court cases.
- xii) Investigation of old classes of pay, allowances and TA etc.
- xiii) All matters where power vests with USRD relating to non-gazetted officials. (In case the post of Under Secretary Rural Development happen to be vacant)

Annexure-III (Part-III)

- i) All cases efficiency of bar and proficiency step-up of non-gazetted officials except where it is proposed to hold them at proficiency step-up.
- ii) Ignoring notice under section 80 CPC of non-gazetted officials.
- iii) Filling of appeals etc. on the advice of Legal Remembrance or otherwise.
- iv) Sanction to the performance of journeys beyond jurisdiction of non-gazetted and others.
- v) Sanction of loans and advances to non-gazetted officials.
- vi) Results and other cases relating to examination i.e. appointment of examiners for setting papers, evaluation of answer books and payment of honorarium etc. (non-gazetted establishment).
- vii) Permission to allow hearing arbitration cases of non-gazetted establishment.
- viii) Disposal of complaints (non-gazetted establishment).
- ix) Reimbursement of medical charges (non-gazetted establishment) as per Government instructions.
- x) Arrears claims/adhoc payment of arrear claims.
- xi) Communication of adverse remarks in all cases (non-gazetted).
- xii) Reference to Finance Department for continuance of existing posts (non-gazetted).
- xiii) Sanction for defence in all court cases (non-gazetted) including filling of affidavits etc. except in cases in which the Secretary, Rural Development & Panchayats, Punjab is required to file an affidavit.
- xiv) Sanction of posts of Group 'D' employees whose pay is chargeable to contingency.
- xv) Shifting of headquarters of non-gazetted officials.
- xvi) Grant of leave and release of security.

- xvii) Permission to non-gazetted officials to join higher studies to improve qualification.
- xviii) Sanction of pension and DCRG etc. to non-gazetted.
- xix) Sanction of LTC to non-gazetted.
- xx) To sanction cash allowance to Group 'C' employees.

Annexure-III (Part-IV)

- i) Requisition and supply of copies of reference.
- ii) Interim replies from/to various officers.
- iii) Issue of ordinary reminders.
- iv) Calling of reports on notice received under section 80 CPC.
- v) Issue of letters after the order have been passed and signing of endorsement.
- vi) Attendance of Court case where gazetted officers is summoned by the Court.

Annexure-IV

All cases to be disposed of either at the level of Minister-in-charge or the Chief Minister, will be routed by the Administrative Secretary through the Parliamentary Secretary, (if in position) of the Department of Rural Development and Panchayat. Such cases will also be routed back through the Parliamentary Secretary after the orders of Minister in Charge or Chief Minister as the case may be.