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GOVERNMENT OF PUNJAB

**ALLOCATION OF BUSINESS
RULES, 2007**

(As on 31/12/2013)

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"Allocation of Business Rules" was last updated in 2007. Since then, there have been as many as 13 amendments including creation of 6 departments. The document has been revised as on 31.12.2013 and would be continuously updated and made available on the website of the Department of Co-ordination (<http://www.pbcoordination.gov.in>).

19th February,2014

Sanjay Kumar, IAS,
Principal Secretary General Administration (CAC)

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GOVERNMENT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION
(GENERAL CO-ORDINATION BRANCH)

No.1/5/2002-GC(2)/ 4007 - In supersession of the Government of Punjab, Department of General Administration No. 1/5/02-GC(2)/6473 dated the 6th April,1994 and in exercise of the powers conferred by clauses (2) and (3) of article 166 of the Constitution of India, and all other powers enabling me in this behalf, I,S.F.Rodrigues, Governor of Punjab, hereby make the following rules, namely :-

1. (1) These rules may be called the Government of Punjab Allocation of Business Rules, 2007.
(2) They shall come into force at once.
2. The business of the Government of the State of Punjab shall be transacted in the Departments specified in the Schedule annexed to these rules and shall be classified and distributed among those Departments as laid down therein.
3. The Governor shall, on the advice of the Chief Minister, allot among the Ministers the business of the Government by assigning one or more Departments to the charge of a Minister:

Provided that nothing in this rule shall prevent the assigning of one Department to the charge of more than one Minister.

Provided further that if any Department is not allotted to any Minister or a Minister dies, or tenders his resignation from the Council of Ministers or the Department falls vacant due to any other reason, such department(s) shall be deemed to have been allotted to the Chief Minister.

4. Each Department of the Government of Punjab shall consist of the Secretary to the Government of Punjab who shall be the official head of the Department and of such other officers and officials subordinate to him as the State Government may determine:

Provided that -

- (a) more than one Department may be placed in the charge of the same Secretary; and
- (b) the work of a Department may be divided between two or more Secretaries.

Dated, Chandigarh,
the 29th July, 2009

Gen. (Retd.)S.F.Rodrigues,
Governor of Punjab

Dated, Chandigarh,
the 3rd August, 2009

S.C. Aggrawal
Chief Secretary
to Government of Punjab

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THE SCHEDULE

(See Rule 2)

1. DEPARTMENT OF AGRICULTURE AND FORESTS
 - (A) AGRICULTURE WING
 1. Establishment of Agriculture Wing.
 2. Administration of the following Acts, Orders and Rules namely -
 - (a) the Cotton Transport Act, 1923;
 - (b) the Agricultural Produce (Grading and Marking) Act, 1937;
 - (c) the East Punjab Cotton Statistics Act, 1948;
 - (d) the East Punjab Agricultural Pests, Diseases and Noxious Weeds Act, 1949;
 - (e) the East Punjab Improved Seeds and Seedlings Act, 1949;
 - (f) the Punjab Cotton Ginning and Pressing Factories Act, 1953;
 - (g) the Punjab Sugarcane (Regulation of Purchase and Supply) Act, 1953;
 - (h) the Cotton (Control) Order, 1955;
 - (i) the Sugarcane (Control) Order, 1956;
 - (j) the Fertilizer (Control) Order, 1957;
 - (k) the Punjab Warehouses Act, 1957;
 - (l) the Punjab Reclamation of Land Act, 1959;
 - (m) the Punjab Agricultural Produce Markets Act, 1961;
 - (n) the Warehousing Corporation Act, 1962;
 - (o) the Seeds Act, 1966;
 - (p) the Insecticides Act, 1968;

- (q) the Haryana and Punjab Agricultural Universities Act,1970;
 - (r) the Tractors (Distribution and Sale) Control Order,1971;
 - (s) the Punjab Cold Storage Order,1979; and
 - (t) the Punjab Rural Development Act, 1987.
3. Agricultural Extension- Experimental and demonstration farms including seed farms, introduction of improved method of farming and supply of inputs, crop competitions, Rabi and Kharif campaign, dissemination of agricultural information, and publicity.
4. State Ground Water Board, legislation relating to ground water, ground water survey and investigation, irrigation through tubewells and percolation wells, boring operations and trial bores for agricultural purposes, grant of loans and subsidies.
5. All matters relating to -
- (a) the Punjab Land Development and Reclamation Corporation;
 - (b) the Punjab State Warehousing Corporation;
 - (c) the Punjab Agro- Industries Corporation;
 - (d) the Punjab State Agricultural Marketing Board;
 - (e) the Land Use Board, Punjab;
 - (f) the Seed Certification Authority; and
 - (g) the Punjab State Seeds Corporation.
6. All matters relating to -
- (a) agro-industries;

- (b) land development and reclamation, including supply of gypsum;
 - (c) vegetable preservation;
 - (d) crop insurance.
- 7. Farmer training and education including study abroad and in the local Agricultural Universities.
- 8. Seed Production and Distribution - seed testing and quality control, seed testing laboratories, maintenance of seed farms and subsidy on seeds.
- 9. Arrangements for supply of fertilizers and micronutrients and setting up soil testing laboratories.
- 10. Plant protection and prevention of insects and pests and diseases, including locust control, weed control, ground and aerial spray on crops and supply of insecticides.
- 11. Agricultural Economics and Statistics- To conduct crop cutting experiments and agricultural census, surveys on export and import of agricultural commodities.
- 12. Agricultural Engineering including agricultural implements, farm machinery and setting up agro-service centres .
- 13. Storage and warehousing of food grains including small size facility of storage and warehousing at farm level and assessment of storage capacity for storage of food grains to be procured by the Department of Food and Supplies and other agencies.
- 14. Agricultural Marketing and Quality Control- Setting up of laboratories, marketing and intelligence, grading of agricultural produce and marketing, broadcasting and news service.

15. Provision of debenture support for minor irrigation, tractor supply and land reclamation.
16. Green manuring and compost scheme.
17. Laying out of demonstration plots on farmers' fields and holding of field trial.

(B) HORTICULTURE WING

1. Establishment of Horticulture Wing.
2. Administration of the Punjab Fruit Nurseries Act, 1961 and rules framed there-under.
3. Horticulture of Government gardens and farms, multiplication of seed and seed-lings and budded and grafted plans for supply to the farmers.
4. Fruit preservation
5. Provision of debenture support for horticulture schemes.
6. Horticulture development
7. Landscaping
8. Floriculture
9. Bee-keeping
10. Sericulture and mulberry plantation

(C) COLONIZATION WING

1. Establishment of the Colonization Wing.
2. Administration of the following Acts -

- (a) the Colonization of Government Lands (Punjab) Act, 1912; and
 - (b) the New Mandis Township (Development and Regulation) Act, 1960.
3. Selection of sites for the establishment of New Mandi Townships, acquisition of land therefor under the Land Acquisition Act, 1894 and setting up New Mandi Townships.
 4. Removal of encroachments from notified mandis under the Punjab Public Premises and Land (Eviction and Rent Recovery) Act, 1973.
 5. Development, sale and administration of old mandis of the erstwhile Pepsu State.

(D) FOREST WING

1. Establishment of Forest Wing.
2. Administration of the following Acts, namely-
 - (a) the Punjab Land Preservation Act, 1900;
 - (b) the Punjab Forest (Sale of Timber) Act, 1913;
 - (c) the Indian Forest Act, 1927;
 - (d) the Patiala Forest Act, 1999 (B.K.); and
 - (e) the Forest (Conservation) Act, 1980.

(E) SOIL AND WATER CONSERVATION WING

1. Establishment of the Soil Conservation and Engineering Wing.
2. Administration of the Punjab Land Improvement Schemes Act, 1963 and the rules framed thereunder.
3. Soil survey and land use classification.
4. Extension of anti-erosion practices on farm lands.
5. Lining of open channel water courses and laying of underground pipes as a water conservation measure.

6. Extension of practices aiming at optimum use of irrigation supplies delivered at farm.
7. Farm drainage and other connected works.

(F) WILD LIFE PRESERVATION WING

1. Establishment of the Wild Life Preservation Wing.
2. Administration of the following Acts and Rules framed thereunder-
 - (a) the Punjab Wild Life Preservation Act, 1959; and
 - (b) the Wild Life (Protection) Act, 1972.
3. Protection of Fauna.
4. Protection and Preservation of Wild Life.
5. Zoos, deer parks, protection of rare species of wild life and wild life farms.

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2. DEPARTMENT OF ANIMAL HUSBANDRY AND
FISHERIES

(A) ANIMAL HUSBANDRY WING

1. Establishment of the Animal Husbandry Wing.
2. Administration of the following Acts, namely: -
 - (a) the Punjab Livestock and Birds Diseases Act, 1994;
 - (b) the Punjab Livestock Improvement Act, 1953;
 - (c) the Punjab Prohibition of Cow Slaughter Act, 1956;
 - (d) the Glanders and Farcy Act, 1889;
 - (e) the Prevention of Cruelty to Animals Act, 1960; and
 - (f) the Punjab Veterinary Council Act, 1981.
3. Animal Husbandry extension work.
4. Cattle Export Policy.
5. Development of Gosadan and Goshalas.
6. Establishment and control of veterinary hospitals, dispensaries and dog clinics.
7. Livestock breeding and improvement.
8. Pig breeding.
9. Poultry development.
10. The Punjab Poultry Corporation.
11. Sheep and goat breeding.
12. Treatment, control and prevention of diseases amongst livestock.
13. Production of vaccines and sera.
14. Sample survey for the estimation of livestock number and livestock products viz. milk, eggs, meat and wool.
15. Fodder production.
16. Livestock Census.

(B) FISHERIES WING

1. Establishment of the Fisheries Wing.
2. Administration of the Punjab Fisheries Act, 1914.
3. Development and promotion of fisheries.

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3. DEPARTMENT OF CIVIL AVIATION

1. Development, promotion and regulation of Civil Aviation in the State.
2. Implementation and coordination of all Laws and Acts concerning Civil Aviation.
3. Setting up of new Air-strips, Aerodromes and Airports.
4. Grant of financial aid to Flying and Gliding Clubs.
5. Setting up of training academies for the purpose of profession relating to Civil Aviation.
6. Purchase, maintenance and disposal of State Government air- crafts, helicopters and all related matters.
7. Leasing of aircrafts or helicopters by any department of the Government.
8. All matters relating to the Directorate of Civil Aviation and Flying Clubs.

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4. DEPARTMENT OF COOPERATION

(A) COOPERATIVE SOCIETIES WING

1. Cooperative Societies of all types and all levels registered under the Punjab Cooperative Societies Act, 1961 including Industrial Cooperative Societies.
2. Establishment of the Cooperative Societies Wing.
3. Statistical reports of the cooperative movement.
4. The Punjab Cooperative Societies Act, 1961.
5. The Punjab Cooperative Land Mortgage Banks Act, 1957.

(B) COOPERATIVE AUDIT WING

1. Audit of the accounts of cooperative societies and compliance of audit reports.
2. Realization of audit fee from cooperative societies.
3. Cases of serious irregularities, misappropriation and embezzlement in the cooperative societies.
4. Establishment of the Cooperative Audit Wing.

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5. DEPARTMENT OF DAIRY DEVELOPMENT

1. Establishment of the Dairy Development Department.
2. Development of dairy industry in the State.
3. The Punjab Dairy Development Corporation.
4. Administration of regulatory measures or orders pertaining to milk and milk products under the Essential Commodities Act, 1955.

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6. DEPARTMENT OF DEFENCE SERVICES WELFARE

1. The Punjab Rajya Sainik Board and Zila Sainik Boards.
2. Administration of the following Funds-
 - (a) The Flag Day Fund;
 - (b) The Amalgamated Fund for the Welfare of Ex-Servicemen;
 - (c) The National Defence Fund.
3. Armed Forces-All questions relating thereto, under the following heads-
 - (a) Forfeiture and restoration of Military pensions;
 - (b) Award of ex-gratia grants to the Armed Forces Personnel killed or disabled during operations, or to their families;
 - (c) Military buildings;
 - (d) Admission to the Rashtriya Indian Military College, Dehradun;
 - (e) Recruitment for the Defence Services (General);
 - (f) Reports and returns about Forces Personnel;
 - (g) Welfare, resettlement, re-employment and training of Ex- Servicemen and General Road Engineering Force Personnel and dependents of killed or disabled Armed Forces Personnel and General Road Engineering Force Personnel;
 - (h) Rewards for gallantry and other awards;
 - (i) Welfare of serving personnel and Ex-Servicemen and their families; and
 - (j) Cantonment Boards.

4. Memorials to honour those who died for the defence of the country.
5. Territorial Army, Lok Sahayak Sena and Auxiliary Air Force.
6. Allotment of land, plots and houses to serving Armed Forces Personnel and Ex-Servicemen.
7. Allotment of vehicles surplus to defence requirements to individual Ex-Servicemen or the co-operative Societies formed by the Ex-Servicemen.
8. Establishment of the Directorate of Sainik Welfare.
9. The Punjab Ex-Servicemen Corporation Act, 1979 and rules and regulations framed thereunder.
10. The Punjab Ex-Servicemen Corporation.
11. Financial assistance to Ex-Servicemen and the widows of Ex-Servicemen.
12. Educational concessions to children of killed or disabled Armed Forces Personnel.
13. Registration of Ex-Servicemen for employment.
14. Sponsoring of candidates for various posts reserved for Ex- Servicemen.
15. Policy regarding reservation for Ex-Servicemen in Services and de-reservation of vacancies reserved for Ex-Servicemen and their dependents.
16. Sainik School, Kapurthala.
17. All matters relating to the administration of the East Punjab War Awards Act, 1948.
18. All matters relating to the grant of awards of Ashoka Chakra series i.e. Ashoka Chakra, Kirti Chakra and Shaurya Chakra to the Civilians.
19. Payment of Jagir money to the surviving Jagirdars.

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7. DEPARTMENT OF EDUCATION

(A) HIGHER EDUCATION WING

1. Text Books including nationalization thereof.
2. All matters relating to Middle, High and Senior Secondary educational institutions, including -
 - (a) Admissions;
 - (b) Basic and elementary education;
 - (c) Building Fund;
 - (d) Campus Project;
 - (e) Departmental examinations;
 - (f) Educational and vocational guidance;
 - (g) Extension of educational facilities at all stages of education;
 - (h) Extension Service projects;
 - (i) Free Education Scheme;
 - (j) Grant to non-government educational institutions and voluntary organizations situated within and outside the State;
 - (k) Provincialisation and taking over of educational institutions;
 - (l) Food and Nutrition Programmes;
 - (m) School Pupil Funds other than Sports Development Fund for promotion of sports in Schools and Colleges;
 - (n) Multipurpose schools and schemes relating thereto;
 - (o) Social education and audio-visual;
 - (p) Fine Arts, extracurricular activities, literary discussions, seminars and workshops;
 - (q) Loans to and acquisition of land for private educational institutions for construction of buildings etc.;

- (r) National Foundation for Teachers Welfare Scheme; and
 - (s) National and State Awards to teachers.
3. Establishment of the Higher Education Wing.
 4. Universities.
 5. Libraries.
 6. The Punjab University Education Text Book Board.
 7. The Punjab School Education Board.
 8. Establishment of Nehru Yuvak Kendras.
 9. All matters relating to education not specifically allotted to the other Wing.
 10. Teachers Training Institutions- Governmental and private.
 11. Bharat Sewak Samaj, Scouts and Guides Organizations and National Discipline Scheme.
 12. National Integration including safeguards for linguistic minorities so far as the educational sphere is concerned and coordination of all work relating to this subject both in respect of educational and administrative sphere.
 13. Scholarships, stipends and financial assistance to students including those belonging to the Scheduled Castes, Vimukat Jatis and Political Sufferers.
 14. Physical Education and Yoga.
 15. Recognition of degrees and diploma etc.
 16. Youth Welfare Programme.
 17. Women's education.

(B) PRIMARY EDUCATION WING

1. All matters relating to Primary Education including -
 - (a) Admissions;
 - (b) Building Funds;
 - (c) Departmental examinations;
 - (d) Educational and vocational guidance;

- (e) Extension of educational facilities including opening of branch primary schools;
 - (f) Free Education Scheme;
 - (g) Provincialisation and taking over of primary schools;
 - (h) Food and nutrition programmes in primary schools;
 - (i) Schools Pupil Funds;
 - (j) Social education and audio-visual programmes and education;
 - (k) Fine Arts, extra curricular activities, seminars and workshops etc;
 - (l) Loans to and acquisition of land for private educational institutions for construction of buildings etc. for primary education;
 - (m) Cubs/Bulbuls scheme; and
 - (n) National and State Awards to Primary Teachers.
2. Establishment of the Primary Education wing.
 3. Administration and working of the Punjab Primary Education Act, 1960.
 4. Scholarships, stipends and financial assistance to students including those belonging to the Scheduled Castes, Vimukat Jatis and Political Sufferers.
 5. Teachers Training Institutions-Government and private- for primary school teachers.
 6. Recognition of diplomas etc. for primary education.

(C) LANGUAGES WING

1. Establishment of the Directorate of Languages, Punjab.
2. Departmental examinations in Hindi and Punjabi.
3. Development and enrichment of Hindi, Punjabi and Urdu in the State including implementation of the Government of India Scheme of Development of Modern Indian Languages.
4. Grant-in-aid to Hindi and Punjabi Organizations and financial assistance to indigent writers and artists etc..
5. Introduction of Punjabi language and administration and working of the Punjab Official Language Act, 1967 including exception from the conducting of official business at the district level and below in Punjabi language, translation into Punjabi of Manuals, Codes, Forms and other official documents, other than Central and State Laws.
6. Language Policy.
7. Official Language Commission.
8. Problems relating to the national integration including safeguards for linguistic minorities so far as the introduction of Punjabi language in the administration is concerned.

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8. DEPARTMENT OF ELECTIONS

(A) GENERAL ELECTIONS WING

1. Administration of the Representation of the People Act, 1950 and the Representation of the People Act, 1951, and the Rules and Orders made and issued there under.
2. Establishment of the Chief Electoral Officer, appointed by the Election Commission of India and the matters relating thereto.
3. All matters relating to conduct of Lok Sabha Elections and Punjab Vidhan Sabha Elections and matters incidental thereto.

(B) LOCAL BODIES ELECTION WING

1. Administration of the Punjab State Election Commission Act, 1994, and the conduct of elections to Local Bodies by the State Election Commission.
2. Administration of the Sikh Gurdwaras Act, 1925, and the rules made thereunder.
3. The Gurdwara Tribunal and the Gurdwara Judicial Commission and matters relating thereto.

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9. DEPARTMENT OF EMPLOYMENT GENERATION
AND TRAINING

1. Establishment, Budget and Plans of the Employment Wing.
2. The Administration of Employment Exchanges (Compulsory Notification Vacancies) Act, 1959 and rules framed there under.
3. Central, State and District Committees on Employment.
4. Vocational Guidance and Promotion of Self-Employment Programme.
5. Unemployment allowance.
6. Foreign Employment Information and Training Bureau.
7. References of International Labour Organization regarding Employment Wing.
8. Activities connected with creation of employment opportunities.
9. Management and Administration of centres for training and employment of Punjab Youth.
10. All matters relating to the Employment Generation and Training in the State of Punjab including all Central, State and district committees, bureaus or societies formed under the Department of Employment Generation and Training.
11. All matters relating to the employment exchanges including
 - i) the Administration of Employment Exchanges(Compulsory Notification Vacancies) Act, 1959 and rules framed there under.
 - ii) the Vocational Guidance and Promotion of Self employment programme.
 - iii) the un-employment allowances

- iv) references of the International Labour Organization regarding the Employment Wing, and
 - v) establishment, budget and plans of the employment wing.
- 12 All matters relating to various skill development initiatives and vocational education & training including self employment or entrepreneurship training schemes and programmes not being looked after expressly by any other department till date.
 - 13 Close coordination and monitoring of the employment generation activities, schemes and programmes for various skill development initiatives, vocational training self employment training and entire pre-entrepreneurship training.
 - 14 Overall coordination and monitoring of employment related training initiatives and activities of various educational, vocational, technical and professional institutes.
 - 15 Mapping of Punjab's human resource skills base and enhancing the employability of the unemployed persons of the State.
 - 16 Matters relating to adequately Skilling the State's unskilled workforce and make them employable.
 - 17 Prepare framework for opening of new vocational Institutions and laying down basic norms for institutions to offer vocational training courses. .
 - 18 All matters relating to the qualification, curricula & certification framework for Vocational education and training not being looked after by other departments, laying down basic vocational qualifications skills competencies for various job profiles responsibilities in coordination with the concerned stake holders agencies associations/trades etc. and

coordinate the examination, certifications of skills and competencies of people institutions and recruitment agencies.

- 19 All matters relating to foreign training and employment.
- 20 Certification of employment /recruitment/ partners/agencies by the mission for head hunting, visa counseling etc. The Mission would also work on the State wide accreditation programmes.
- 21 Policy matters relating to public private partnership in vocational education and training.
22. Close coordination and monitoring for running Apprenticeship Training Programmes in Government Departments, Boards and Corporations.

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10. DEPARTMENT OF EXCISE AND TAXATION

1. Establishment of Excise and Taxation Department.
2. Administration of the following Acts-
 - (a) the Punjab Excise Act, 1914;
 - (b) the Punjab Local Option Act, 1923;
 - (c) the Punjab Motor Spirit (Taxation of Sales) Act, 1939;
 - (d) the East Punjab Molasses (Control) Act, 1948;
 - (e) the Indian Power Alcohol Act, 1948;
 - (f) the Punjab General Sales Tax Act, 1948;
 - (g) the Punjab Entertainment (Cinematograph Shows) Act, 1954;
 - (h) the Punjab Medicinal and Toilet Preparations (Excise Duties) Act, 1955;
 - (i) the Punjab Entertainment Duty Act, 1955; and
 - (j) the Central Sales Tax Act, 1956.
3. Formulation and implementation of prohibition policy.

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11. DEPARTMENT OF FINANCE

(A) FINANCE WING

1. Administration of State Loan Accounts and Debt Servicing.
2. Advice on cases involving financial implications relating to all Departments of the Government of Punjab.
3. Appropriation of accounts and reports of the Comptroller and Auditor General of India and the Accountant General, Punjab as well as the reports of the Public Accounts Committee.
4. Borrowings by the State Government from the open market and giving guarantees on the loans raised by the statutory autonomous bodies.
5. Currency and Finance Reports.
6. Creation of Compassionate Fund, Insurance Fund and Saving Fund through the Group Insurance Scheme, Compulsory Life Insurance Scheme or any other Insurance Scheme for Government employees.
7. Decimal Coinage.
8. Estimates Committee.
9. Proposals for increase or decrease in the rates of existing taxes or levy of fresh taxes, mobilization of financial resources through taxes, duties or fees etc.; and review and analysis of the tax structure of the State.
10. Scheme of new expenditure.
11. Foreign Exchange matters.
12. Finance Commission.
13. Framing of Financial Rules.
14. General Financial Administration including-

- (a) authority to decide the extent to which the audit of receipts and stores and stock accounts should be enforced;
 - (b) framing of rules regulating the conditions of service of Government employees including revision and relaxation thereof;
 - (c) State's share of Income Tax;
 - (d) State's share of Central Estate Duty;
 - (e) State's share of Estate Duty;
 - (f) grant in lieu of the State's share of taxes on the Railway fares.
15. Management of Public Funds including-
- (a) investment of surplus cash balances;
 - (b) Contingency Funds;
 - (c) watching progress of receipts and expenditure;
 - (d) recovery of Government of India's share in Plan expenditure and resources for Plan expenditure;
 - (e) assessment of resources for State's Annual Plan or Five Year Plan;
 - (f) assessment of Receipts and Expenditure of the State.
16. Pay fixation, pension and old adjustments relating to erstwhile State of Punjab and Pepsu including cases prior to reorganization and formation of Pepsu.
17. Preparation of State Budget and watching of State Expenditure.
18. Preparation of Supplementary Estimates and excess demands over grants and appropriation.
19. Prescribing the units of appropriation.
20. The Public Account, Deposits and Advances etc.

21. The Punjab Accounts and Finance Service, including training of Government employees in Accounts.
22. Revision of Scales of Pay (General).
23. All financial matters relating to River Valley Projects.
24. Small Saving Schemes and Lottery Schemes.
25. Tendering of advice on matters affecting directly the finances of the State that is to say-
 - (a) grants, contributions, supplies and services, contingencies, recoveries from the payments to other Government Departments, State loans and advances and cases relating to money matters including defalcation, embezzlements and losses occurring in the grants made for contingencies and "Supplies and Services";
 - (b) emoluments and allowances including traveling allowances of officers and the establishments; and
 - (c) loans and advances such as car advance, house building advance, Passage Advances.
26. Defalcation, embezzlement and losses occurring in Government Treasuries.
27. All matters relating to -
 - (a) the Chief Accounts Officer, Bhakra Nangal Project and his establishment;
 - (b) the Financial Adviser, Beas Project and his staff;
 - (c) the Chief Accounts Officer, Beas Project and his staff;
 - (d) the Local Fund Accounts;
 - (e) the State Subordinate Accounts Service;

- (f) Treasuries; and
 - (g) the Banking Regulation Act, 1949.
28. State Finance Commission.
 29. All matters relating to the Directorate of Disinvestment.
 30. Administration of the Punjab Infrastructure (Development and Regulation), Act, 2002.
 31. Infrastructure and Public Private Partnership Projects.

(B) PENSIONS AND WELFARE OF PENSIONERS WING

1. Formulation of policy and coordination of matters relating to retirement benefits to the employees of the Government of Punjab.
2. Administration of-
 - (a) the Punjab Civil Services Rules, Volume II, relating to Pension and Death-cum-Retirement Benefits; and
 - (b) any other matter relating to pensioners.
3. Pension structure and relief to pensioners.
4. New facilities or fringe benefits to pensioners.
5. Matters relating to amendment to, or relaxation of the Rules concerning pension and retirement benefits.
6. Policy and coordination relating to welfare of Punjab Government pensioners.

(C) INSTITUTIONAL FINANCE AND BANKING WING

1. Matters relating to institutional finance, preparation of bankable Schemes for other Departments and monitoring their implementation for proper utilization of institutional finance.

2. All banking matters excluding the matters relating to the Reserve Bank of India, and the Reserve Bank of India Act, 1934.
3. All matters concerning coordination between the Life Insurance Corporation of India and the General Insurance Corporation, and the State Government.
4. Rural Credit.
5. Matters relating to Stock Exchanges.
6. The Usurious Loans Act, 1918.
7. The Punjab Registration of Money Lenders Act, 1938.
8. The Punjab Agricultural Credit Operations and Miscellaneous Provisions (Banks) Act, 1978.
9. The Chit Funds Act, 1982.
10. The Agriculture Refinance Corporation.
11. The National Bank for Agriculture and Rural Development.

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12. DEPARTMENT OF FOOD, CIVIL SUPPLIES AND
CONSUMER AFFAIRS

1. Establishment of the Department of Food and Supplies.
2. Forward trading in foodgrains.
3. Public Distribution System and fair price shops.
4. Statistics regarding arrival, purchase and storage of foodgrains.
5. Settlement of Pre-Partition claims concerning the Department of Food and Supplies.
6. Maintenance of accounts and internal audit of transactions relating to procurement, storage, sale of foodgrains both on State Account and on behalf of the Government of India.
7. Framing and amendment of Control Orders under the Essential Commodities Act, 1955.
8. Administration of the following Act -
 - (a) the East Punjab Conservation of Firewood Supplies Act, 1949;
 - (b) the East Punjab Control of Bricks Supplies Act, 1949;
 - (c) the Essential Commodities Act, 1955;
 - (d) the Rice Milling Industries (Regulation) Act, 1958;
 - (e) the Punjab Ice Price Control Act, 1968;
 - (f) the Consumer Protection Act, 1986; and
 - (g) the Standards of Weights and Measures (Enforcement) Act, 1985 (Central) Act No. 54 of 1985.
9. Administration of the following Orders-
 - (a) the Punjab Salt (Distribution and Price) Control Order, 1957;

- (b) the Wheat Roller Flour Mills(Licensing and Control) Order, 1957;
- (c) the Punjab Light Diesel Oil and Kerosene Oil Dealers Licensing Order, 1970;
- (d) the Punjab Hoarding and Profiteering Prevention Order, 1971;
- (e) the Punjab Commodities Price Marking and Display Order,1972;
- (f) the Punjab Control of Bricks Supplies Order, 1972;
- (g) the Punjab Coal Control Order,1973;
- (h) the Punjab Scheduled Articles (Price Control) Order,1973;
- (i) the Punjab Control of Bricks Price and Distribution Control order, 1978;
- (j) the Punjab Rice Procurement Levy order, 1982;
- (k) the Punjab Paddy Export and Import Control Order, 1982;
- (l) the Punjab Registration of Tea Dealers Licensing Order,1984;
- (m) the Consumer Protection (Punjab) Rules, 1987;
- (n) the Consumer Welfare Fund Rules, 1992; and
- (o) the Punjab Trade Articles (Licensing and Control) Order, 1992.

10. Consumer affairs.

11. Weights and Measures Organization.

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13. DEPARTMENT OF FOOD PROCESSING.

1. All matters relating to food processing.

14. DEPARTMENT OF GENERAL ADMINISTRATION

(A) COUNCIL OF MINISTERS AND GOVERNOR-IN-COUNCIL

1. All matters relating to-
 - (a) the Council of Ministers and the Governor-in-Council;
 - (b) constitution of Committees and Sub-Committees of the Council of Ministers and all coordination work in respect of these Committees and Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretaries, excepting matters relating to allotment, maintenance and furnishing of houses to them; and
 - (c) salary and allowances of Ministers.
2. The Punjab Defence and Security Relief Fund.

(B) GENERAL COORDINATION

1. All matters relating to -
 - (a) the Rules of Business of the Government of Punjab;
 - (b) the allocation of personnel and division of assets and liabilities arising out of the reorganisation of the State of Punjab in 1966;
 - (c) the claims of pay and pension of Civil List employees;
 - (d) conferences of the Deputy Commissioners and Superintendents of Police, Administrative Secretaries, and Heads of Departments;
 - (e) Inter-State Conference of Governors and Chief Ministers;
 - (f) Maps and other publications indicating international boundaries and disputes concerning Indo-Pak boundary;
 - (g) Northern Zonal Council;

- (h) Pre-Partition claims;
- (i) Pilgrimage to and from Pakistan; and
- (j) policy regarding Annual Administration Reports.

(C) POLITICAL AND PROTOCOL

1. All matters relating to -
 - (a) the grant of financial assistance and other facilities to Freedom Fighters and other political sufferers;
 - (b) the merger of Princely States of the erstwhile State of Punjab and matters relating to Privy Purses of ex-rulers and grant of maintenance allowance to their relatives;
 - (c) the grant of Jiwan Raksha Padak, Parman Patras and Parshansa Patras;
 - (d) the District Relief Funds and the policy regarding collection of funds by Government employees;
 - (e) coordination regarding republication of the Central Acts in the Official Gazette;
 - (f) policy relating to treatment and safeguarding of secret information and documents in Government offices;
 - (g) the National Workers Relief and Rehabilitation Board; procuring of historical relics from abroad;
 - (h) Flag Code of India;
 - (i) State Emblem;
 - (j) ceremonies, including the Republic Day and Independence day;
 - (k) Punjab Raj Bhawan;

- (l) display of portraits of National leaders in Government offices;
 - (m) visits of V.I.Ps and other dignitaries and the administration of the hospitality grant;
 - (n) establishment and budget of the Hospitality Organization;
 - (o) organizing of State functions;
 - (p) reception of visitors and V.I.Ps;
 - (q) running of State Guest Houses and canteens;
 - (r) reservation of Circuit Houses; and
 - (s) policy regarding reservation for the wards of the Freedom Fighters in services.
2. All matters arising out of and incidental to the amendment to the Constitution of India.
 3. Cypher work.
 4. Extradition cases.
 5. Warrant of precedence.

(D) SECRETARIAT ADMINISTRATION

1. All matters relating to -
 - (a) the Punjab Secretariat Service;
 - (b) the Secretariat Ministerial Staff;
 - (c) all other Group-C and Group-D employees of the Secretariat including Political staff attached with Chief Minister and other Ministers.
 - (d) the Secretariat Accounts;
 - (e) the Secretariat Library;
 - (f) Secretariat staff cars; and

- (g) Stores and stationery for the Secretariat.
2. Matters relating to imparting training to the clerks and the senior assistants of the Punjab Civil Secretariat and of all other departments of the State of Punjab through Staff Training Institute.
 3. Overall supervision of the Office of the Principal Resident Commissioner, New Delhi and the Punjab Bhawan, New Delhi.
 4. Matters relating to the installation and shifting of telephones of the Secretariat and payment of telephone bills.
 5. Matters relating to the maintenance and upkeep of the Secretariat and Mini Secretariat offices including their furnishing.
 6. Matters relating to the maintenance of the telephone exchange (EPABX) in the Punjab Civil Secretariat and Mini Secretariat.
 7. All matters relating to the allotment of houses to the Ministers and their maintenance, allotment of houses under Chief Minister's Pool and all categories of the employees of the Government of Punjab and administration of the Punjab Government Houses (General Pool) Allotment Rules, 1983",
 8. Matters relating to the hiring of private buildings for Government offices at Chandigarh and S.A.S Nagar, Mohali.
 9. Secretariat security related matters viz. issue of entry-passes, parking stickers etc.
 10. Matters relating to the maintenance and preservation of records in the Secretariat.
 11. Matters relating to the receipt, circulation and dispatch of official dak/communication including Civil Control Room

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15. DEPARTMENT OF GOVERNANCE REFORMS

1. All matters relating to :-
 - (a) Administration reorganization and streamlining of administration;
 - (b) Reports of Administration Reforms Commission;
 - (c) Improvement in office procedures and systems;
 - (d) Indian Institute of Public Administration; and
 - (e) Formulation of policies regarding maintenance and retention of records.
2. Administrative reforms and e-Governance in all Departments of the Government, reports of the Administrative Reforms Commission and Punjab Governance Reforms Commission, National e-Governance Programme.
3. Administration of the Right to Information Act.
4. Management of the State Data Center, State Wide Area Network, State Service Delivery Gateway, and related matters.
5. Administration and all the matters of the Punjab Right to Service Act, 2011 and the Punjab Right to Service Commission.
6. To formulate policy on the use of Information Technology in the State of Punjab.
7. To formulate and implement a plan for induction of Information Technology at all levels, in coordination with the Government Departments concerned.
8. To give Technical advice to all departments regarding adoption of suitable Information Technology systems for making appropriate arrangements to maintain the service.

The Administrative Secretary of this Department shall report to the Minister-in- Charge directly:

Provided that in the matters on policy issues, the Administrative Secretary of this Department shall report to the Minister-in-charge through the Chief Secretary.

16. DEPARTMENT OF HEALTH AND FAMILY

WELFARE

(A) ALLOPATHIC SYSTEM OF MEDICINE WING

1. Establishment of the Directorate of Health and Family Welfare and Civil Surgeon.
2. Urban and rural allopathic health services including community health centres, primary health centres and sub-centres, subsidiary health centres, hospitals and dispensaries.
3. Public health and sanitation.
4. Prevention and control of diseases
 - National Malaria Eradication Programme
 - National small Pox Eradication Programme
 - Mass Vaccination
 - Other Preventive Measures
 - Immunization against Polio
 - National Leprosy Control Programme
 - National Trachoma Control Programme
 - National Programme for Control of Blindness
5. Prevention of food adulteration
 - Food Inspectorate
 - Food Laboratories
6. Drug Control.
7. Public health laboratories.
8. Chemical laboratories.
9. Bacteriological laboratories.

10. Training of para health staff.
11. Health education and publicity.
12. Health statistics.
13. Employees State Insurance Scheme.
14. State and District Family Welfare Bureaus.
15. Urban and rural family welfare services.
16. Fairs and pilgrimages.
17. Mental Hospital, Amritsar.
18. T.B. hospital, Hermitage, Sangrur.
19. T.B. Clinic and Sanatorium, Patiala.
20. Pasteur Institute and prevention and control of rabies.
21. Punjab Vaccine and Hygiene Institute, Amritsar.
22. Central Midwifery Board.
23. Punjab Civil Medical Service Class I and Class II.
24. Prohibition of smoking in cinema halls.
25. Sanitary Board relating to water supply and other sanitary schemes submitted by the Board and grant-in-aid by the Board.
26. All matters relating to the administration of the following Acts and Rules made thereunder -
 - (a) the Poison Act, 1919;
 - (b) the Punjab Vaccination Act, 1953;
 - (c) the Registration of Births and Deaths Act, 1969; and
 - (d) the Narcotic Drugs and Psychotropic Substances Act, 1985.
27. Medical attendance on Government employees and their families, levy of fees by medical officers.

28. Blood transfusion services and blood banks.
29. Eye banks.
30. Infectious Diseases Hospitals.
31. Maternity and Child Welfare.
32. Coordination.

(B) AYURVEDIC AND UNANI SYSTEM OF MEDICINE

WING

1. Establishment of Ayurvedic Wing, Punjab.
2. Ayurvedic and Unani System of medicines.
3. Urban and rural ayurvedic health services.
4. Promotion of Yoga as an alternative system of medicine.

(C) HOMOEOPATHIC SYSTEM OF MEDICINE WING

1. Establishment of the Homoeopathic Wing, Punjab.
2. Homoeopathic system of medicine.
3. All urban and rural Homoeopathic dispensaries in the State.

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17. DEPARTMENT OF HOME AFFAIRS AND JUSTICE

(A) HOME AFFAIRS

1. Administration of the following Acts-
 - (a) the Public Gambling Act, 1867;
 - (b) the Dramatic Performances Act, 1876;
 - (c) the Manoeuvres, Field Firing and Artillery Practice Act, 1938;
 - (d) the Punjab Cinemas (Regulation) Act, 1952;
 - (e) the Commission of Enquiry Act, 1952;
 - (f) the Citizenship Act, 1955;
 - (g) the Punjab Instruments (Control of Noises) Act, 1956;
 - (h) the Arms Act, 1959 and the rules made thereunder;
 - (i) the Unlawful Activities (Prevention) Act, 1967;
 - (j) the Punjab and Chandigarh (Disturbed Areas) Act, 1983;
 - (k) the Punjab and Chandigarh (Special Powers of Armed Forces) Act, 1983; and
 - (l) the Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988 (Central Act No. 46 of 1988).
2. Air Bombing Ranges.
3. Grant of awards and rewards for rescuing from drowning and unnatural upheavals.
4. Liaison with the Border Security Force.
5. Criminal Investigation Department.
6. Policy relating to change of names.
7. Establishment of check posts.

8. Award of compensation for loss of life on duty etc.
9. Military Deserters.
10. Matters concerning law and order including questions relating to the following heads-
 - (a) imposition of ban under section 144 of the Code of Criminal Procedure, 1973;
 - (b) calling of troops in aid of civil authorities and clashes between civil and military;
 - (c) communalism;
 - (d) conference between civil and military officers;
 - (e) enemy-schedule of persons and firms specified;
 - (f) processions and fairs;
 - (g) tranquility of the State;
 - (h) strikes;
 - (i) monthly crime statements- all matters connected therewith including means to control crime;
 - (j) railway accidents
 - (k) political bodies and politics in general; and
 - (l) security and intelligence, including espionage and counter espionage.
11. All matters connected with the Police, Railway Police and the Punjab Armed Police including -
 - (a) collective fines and punitive police post; and
 - (b) President's Police and Fire Service Medals and Police Medals.

12. Preventive Detention under any law for the time being in force, and Advisory Boards.
13. Grant of sanction of prosecution of offenders under the Explosive Substances Act, 1908.
14. Restricted maps.
15. Thaggi and Dacoity cases.
16. Verification of antecedents of persons including persons employed in the Defence Department.
17. War and War Book.
18. Charitable endowments.
19. Ecclesiastical Administration including European cemeteries and ecclesiastical Budget.
20. Hindu Dharmasthans.
21. Holding of trials within the Jail premises.
22. Regulation of Muslim Evacuee Trust properties of non-religious nature.
23. All matters connected with passports including-
 - (a) deportation of foreigners and their blacklisting;
 - (b) emigration from and immigration into India and deportation of Indians;
 - (c) Emergency certificates to persons of Indian origin who are originally residing outside India to enable them to come back to India;
 - (d) entry of foreigners into restricted area;
 - (e) grant of India-Pakistan Passports;

- (f) grant of visas for India to foreigners including return visas and no objection to return to India endorsements;
 - (g) No-objection certificates to Indians who want to settle in Canada or in the United States of America; and
 - (h) registration of foreigners;
24. All matters connected with Press under the following heads-
- (a) control including Censorship;
 - (b) Publication (Newspapers, Books, Posters, Pamphlets etc.);
 - (c) Printing Presses-control of; and
 - (d) Prosecution in respect of newspaper and other publications.
25. Implementation of the recommendations of the High Level Committees regarding restructuring and reorganisation of Police.
26. Law Department Manual.
27. Indian Law reporters- questions connected with the printing, distribution, supply and audit thereof.
28. All references relating to the establishment and budget of the office of the Legal Remembrancer.
29. Crisis Management Plan, constitution of crisis Management Committees and allied matters.
30. The Punjab Police Housing Corporation.
31. Declaration of various towns and cities as holy towns and cities.

(B) CIVIL DEFENCE

1. All matters connected with Civil Defence measures.

2. All references concerning Civil Defence training at Central Emergency Relief Training Institute, Nagpur.

3. All matters relating to Home Guards.

(C) JAILS

1. Establishment of Jails.

2. Administration and discipline in factories belonging to the Jails.

3. Classification of prisoners.

4. Release including removal of criminal lunatics.

5. All matters relating to the establishment of industrial, agricultural reformatory settlements and schools under section 14 of the Punjab Habitual Offenders (Control and Reforms) Act, 1952 including transfer of registered persons from one settlement to the other.

6. Establishment of Reformatory Schools under the Reformatory Schools Act, 1897, and all references to these schools.

7. Exchange of Muslim and non-Muslim Prisoners and records connected therewith.

8. Commitments of habitual offenders in the reformatory settlements established under section 14 of the Punjab Habitual Offenders (Control and Reforms) Act, 1952.

9. All matters relating to the administration of the following Acts -

(a) the Good Conduct Prisoners Probational Release Act, 1926; and

(b) the Probation of Offenders Act, 1958.

10. All matters concerning hunger strikes in Jails.

11. Construction, additions, alterations and maintenance of Judicial lock-ups including supply of diet to the undertrials lodged therein.

12. Medical Officers and Medical Staff employed in Jails.
13. Petitions for commutation under section 433 of the Code of Criminal Procedure, 1973.
14. Appointment of non-official visitors to Jails and Judicial lock-ups including action on their inspection notes.
15. Prisoner's Aid Society.
16. Escape and recapture of prisoners and undertrials.
17. Proposals for the grant of pardons or commutation of sentences in pursuance of article 161 of the Constitution of India.
18. All cases of release on parole and furlough etc.
19. Grant of remission and release of prisoners under section 432 of the Code of Criminal Procedure, 1973.
20. Entertainment of petitions for mercy against sentence of death for consideration by the Governor of Punjab or President of India.

(D) JUSTICE

1. All matters relating to -
 - (a) the administration of Criminal and Civil Justice including constitution, powers, maintenance and organisation of Courts, Criminal and Civil Jurisdiction, within the State;
 - (b) the High Court Judges and the Superior Judicial Service;
 - (c) the Punjab Civil Services (Judicial Branch);
 - (d) the Advocate General's office establishment including preparation of the High Court State Counsel List, establishment and budget matters of the Advocate General's office;

- (e) the Administrator-General and Official Trustee and the Treasurer Charitable Endowments;
 - (f) the appointment, posting, transfers, leave, payment of fees etc. of Government pleaders, public prosecutors, Special Public Prosecutors and District Attorneys, Deputy District attorneys and Assistant District Attorneys;
 - (g) the Establishment and budget of the High Court of Punjab and Haryana and Courts subordinate to it;
 - (h) the acquisition of land for defence purpose; and
 - (i) the Directorate of Prosecution and Litigation.
2. Camping grounds.
 3. Conduct of particular cases in courts including the Supreme Court of India.
 4. All references received from the Advocate on Record for the State of Punjab in the Supreme Court of India including conducting of cases in Supreme Court through him.
 5. Collection of information from various Departments regarding action taken in regard to the strictures passed by judicial courts against public servants.
 6. Copies of judgments received from the High Court of Punjab and Haryana.
 7. Authorising the officers for the execution of deeds and contracts on behalf of the Governor of Punjab under Article 299 of the Constitution of India.

8. All matters relating to the administration of the Suppression of the Immoral Traffic in Women and Girls Act, 1956 and rules framed thereunder.
9. All matters relating to the enforcement of Civil Law including Laws regarding status, property, civil rights and liabilities and the civil procedure.
10. Determination of marriage status under the Indian Christian Marriage Act, 1872.
11. Entertainment of application for relief under the Maintenance Orders Enforcement Act, 1921.
12. The Punjab Separation of Judicial and the Executive Functions Act, 1964.
13. Entertainment of summons issued by the High Court of Punjab and Haryana in Miscellaneous, Civil and Writ cases against Government.
14. Establishment of courts for trials of cases under the Juvenile Justice Act, 1986.
15. Filing of appeals against the orders of acquittals passed by the lower courts or the High Court of Punjab and Haryana and application in the Court of competent jurisdiction for enhancement of sentences.
16. Fixation of contribution to be recovered from different departments of the Central Government for the work done on their behalf by the Law Officers of the State Government.
17. Forwarding of letters of Probate and Administration and letters of requests and interrogatories to the proper quarters for necessary action.
18. All matters concerning management of petty sheriffs accounts.

19. Requests to the High Court of Punjab and Haryana for issue of instructions to courts for expediting the disposal of cases, etc.
20. All matters concerning appointments of Official Receivers and Notaries Public.
21. All matters relating to State Law Reports.
22. All matters relating to the withdrawal of prosecution cases pending trial from the courts of competent jurisdiction.
23. Law and Order Coordination.
24. All matters relating to the construction of Judicial Courts Complexes, including residence complexes for judicial officers at the Divisional, District, Tehsil and Sub Tehsil Level.
25. All matters relating to Welfare of Minorities and Minority Commission.

(E) WAKF

All matters relating to -

- (a) the Punjab Wakf Board; and
- (b) the Haj Committee.

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18. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT

(A) HOUSING WING

1. Formulating and implementation of the following schemes -
 - (a) Low Income Group Housing Scheme;
 - (b) Middle Income Group Housing Scheme;
 - (c) Crash Rental Housing Scheme;
 - (d) Subsidized Industrial Housing Scheme; and
 - (e) Site and Service Scheme.
2. All matters relating to -
 - (a) the State Advisory Committees in respect of Housing Schemes;
 - (b) the International Year of Shelter for the Homeless;
 - (c) the houses for landless agricultural labourers;
 - (d) the houses for economical weaker sections; and
 - (e) the construction of houses for Government employees at Focal Points.
3. All matters relating to the Punjab Regional and Town Planning and Development Board, 1995.
4. All matters relating to the establishment of the Directorate of Housing.

(B) URBAN DEVELOPMENT WING

1. Administration of the following Acts and Rules made thereunder-

- (a) the Punjab New Capital (Periphery) Control Act, 1952 as applicable to the periphery areas within the territories of the State of Punjab;
 - (b) the Punjab Regulation of Colonies Act, 1975; and
 - (c) the Urban Land (Ceiling and Regulation) Act, 1976.
2. Control of Ribbon Development along Scheduled Roads.
 3. Release of land out of controlled areas for industrialists, colonizers in ring and other towns of the State, in accordance with the Master Plans.
 4. Acquisition of land for setting up of Urban Estates and disposal of developed land.
 5. Landscaping.

(C) TOWN AND COUNTRY PLANNING WING

1. Establishment of the office of the Chief Town Planner, Punjab.
2. Miscellaneous work connected with Town and Country Planning including legislative measures, implementation of suggestions of All India Conference of State Ministers and Annual Administration Reports, etc.
3. Rendering technical advice to the Municipal Committees and Improvement Trusts in their Town Planning Scheme.
4. Interim General Plans, Master Plans and Regional Plans for the ring towns and other important towns in the State and also the development of such towns.

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19. DEPARTMENT OF INDUSTRIES AND COMMERCE

(A) INDUSTRIES WING

1. All matters relating to Establishment of the Directorate of Industries.
2. Annual Administration Reports of the Department of Industries.
3. Administration of the following Acts-
 - (a) the Boilers Act, 1923;
 - (b) the Indian Explosives Act, 1894;
 - (c) the Land Acquisition Act, 1894 (Acquisition of land for industrial purposes in an Industrial Estate);
 - (d) the Partnership Act, 1932;
 - (e) the Petroleum Act, 1934;
 - (f) the Punjab State Aid to Industries Act, 1935;
 - (g) the East Punjab Factories and Dismantling Act, 1948;
 - (h) the Industries (Development and Regulation) Act, 1951;
 - (i) the Mines Act, 1952;
 - (j) the Punjab Khadi and Village Industries Board Act, 1955;
 - (k) the Companies Act, 1956;
 - (l) the Mines and Minerals (Regulation and Development) Act, 1957;
 - (m) The Urban Land Ceiling Act, 1976 (references relating to industries); and
 - (n) The Compulsory Quality Control for Domestic Electrical Appliances Act, 1978;

4. Administration of the following Rules-
 - (a) the Carbide of Calcium Rules, 1937;
 - (b) the Petroleum Rules, 1937;
 - (c) the Petroleum Concession Rules, 1949;
 - (d) the Punjab Khadi and Village Industries Board Rules, 1957;
 - (e) the Mineral Concession Rules, 1964; and
 - (f) the Imports (Control) Order, 1955.
5. Orders regarding processing, manufacturing, blending, compounding, packing, refining or re-refining or sale of any lubricating oil and grease by a processor or by his representative or agent, framed under the Essential Commodities Act, 1955.
6. All matters relating to the following schemes -
 - (a) Credit guarantee scheme;
 - (b) Industrial schemes; and
 - (c) Industrial Rehabilitation loan scheme.
7. Development of industries in backward areas.
8. Loans, subsidies and grants-in-aid under the Punjab State Aid to Industries Act, 1935 and non-Co-operative Credit Agencies grant and recovery of.
9. Mineral resources-including Petroleum Development.
10. All matters relating to -
 - (i) excise duty imposed by the Central Government industry;
 - (ii) geological surveys;
 - (iii) export promotion;

- (iv) imports and exports of industrial products;
- (v) industrial areas;
- (vi) industrial estates;
- (vii) industrial exhibition;
- (viii) Industrial Intelligence Bureau;
- (ix) industrial supplies including iron, steel and coal;
- (x) inventions and designs (scientific research);
- (xi) marketing organisation (Textiles);
- (xii) quality marketing centres;
- (xiii) railway users consultative Committees;
- (xiv) rural industrialization;
- (xv) cottage industries;
- (xvi) large scale industries;
- (xvii) small scale industries;
- (xviii) handloom and handicraft;
- (xix) rate contract and purchase of stores including blacklisting of suppliers;
- (xx) stores including local purchase, condemnation and disposal;
- (xxi) registration of Trading Companies and Associations;
- (xxii) removal of transport difficulties in respect of industries;
- (xxiii) Punjab Industrial Incentive Code and the Industrial Policy Statements;
- (xxiv) subsidies, grants, loans and other incentives for industries;
- (xxv) Industrial Development Centres;
- (xxvi) Rural Industrial Development Centres;

(xxvii) Training and Hide Flaying Centres etc.;

(xxviii) Punjab State Leather Development Corporation Limited;

(xxix) Punjab State Handloom & Textile Development Corporation Limited;

(xxx) Punjab State Hosiery & Knitwear Development Corporation Limited;

(xxxi) Punjab State Industrial Development Corporation Limited;

(xxxii) Goindwal Industrial and Investment Corporation Limited;

(xxxiii) Punjab Khadi and Village Industries Board;

(xxxiv) Punjab Financial Corporation;

(xxxv) Punjab Small Industries and Export Corporation Limited; and

(xxxvi) Punjab State Export Promotion Board.

11. Establishment of the office of the Controller of Stores, Punjab.
12. All matters relating to commerce.
13. All matters relating to the Government Companies as defined in Companies Act.
14. All matters relating to the Project Approval Board of the State Government.
15. The Competition Act,2002, and all other matters relating thereto.

(B) ELECTRONIC WING

1. All matters relating to -
 - (a) promotion, development and regulation of electronics in the State;
 - (b) the Punjab State Electronics Development and Production Corporation Limited and companies owned, managed or promoted by it in the Joint Sector; and
 - (c) Telecommunications.
2. All matters relating to the subject of electronics of generic nature and relating to any scheme or the Acts of acquisition of land etc. appearing under sub heading "(A)-INDUSTRTIES WING."

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20. DEPARTMENT OF INFORMATION AND PUBLIC
RELATIONS

1. All matters relating to -
 - (a) memorials, excluding memorials relating to Defence personnel;
 - (b) the State Culture Troupe;
 - (c) the Punjab State National Integration Council;
 - (d) the National Integration Council, Government of India;
 - (e) the Communal Harmony Committees formed at the State level;
 - (f) All India Radio, Doordarshan and Satellite Radio Channels;
 - (g) Policy with regard to Information, Publicity and Advertising, within and outside the country; and
 - (h) The Punjab Film and News Corporation.
2. All matters relating to the establishment of the Directorate of Information and Public Relations.

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21. DEPARTMENT OF INVESTMENT PROMOTION

1. To interact with industry at National and International level to promote investment in Punjab.
2. To follow up investment proposals in the Departments of the Union and the State Governments.
3. To follow up and monitor any other matters of Punjab pending in any Ministry or Department of the Union Government.
4. To coordinate with the Department of Industry and other concerned departments for organizing trade-fairs, road shows, seminars and conferences for investment promotion.

22. DEPARTMENT OF INFORMATION TECHNOLOGY

1. Establishment of department of Information Systems and Administrative Reforms.
2. Promotion of IT Industry in Punjab.
3. Policy for setting up of IT Parks and Knowledge parks.
4. Policy for encouragement of IT enabled service industry.

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23. DEPARTMENT OF IRRIGATION AND POWER

(A) IRRIGATION WING

1. All matters relating to the establishment of the Irrigation Wing.
2. The Irrigation and Power Research Institute.
3. Formulation and Implementation of irrigation schemes and projects.
4. All matters relating to -
 - (a) irrigation revenue;
 - (b) maintenance and operation of the system of canals in the State;
 - (c) shipping and navigation of canals excluding matters arising out of the Inland Steam Vessels Act, 1917;
 - (d) State-owned irrigation tubewells in the State;
 - (e) Supply, distribution and regulation of water to Pakistan and recovery of charges; and
 - (f) Punjab State Tubewell Corporation including projects undertaken by it.
5. Water-logging, flood protection and drainage, construction and maintenance of works.
6. The Northern India Canal and Drainage Act, 1873.
7. Inter-State River Water Disputes.

(B) POWER WING

1. All matters relating to the administration and enforcement of the following Acts and Rules made thereunder-
 - (a) The Indian Electricity Act , 2003 ;and

- (b) The Punjab Electricity (Duty) Act, 2005
- 2. All matters relating to -
 - (a) The Electrical Inspectorate .
 - (b) The Punjab State Electricity Board ; and
 - (c) The Punjab State Electricity Regulatory Commission
- 3. Formulation and Implementation of Power Schemes and Projects.
- 4. Power Sector Reforms .

(C) GENERAL

- 1. All matters relating to the -
 - (a) Bhakra-Nangal Project;
 - (b) Beas Project;
 - (c) Thein Dam Project; and
 - (d) Shahpur Kandi Project.
- 2. Matters relating to other Hydro-electric projects including Inter- State projects.

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24. DEPARTMENT OF LABOUR

1. Administration of the following Acts-
 - (i) the Workmen's Compensation Act, 1923;
 - (ii) the Indian Trade Unions Act, 1926;
 - (iii) the Children (Pledging of Labour) Act, 1933;
 - (iv) the Payment of Wages Act, 1936;
 - (v) the Employment of Children Act, 1938;
 - (vi) the Weekly Holidays Act, 1942;
 - (vii) the Industrial Employment (Standing Orders) Act, 1945;
 - (viii) the Industrial Disputes Act, 1947;
 - (ix) the Employees State Insurance Act, 1948 (other than mutual benefit);
 - (x) the Factories Act, 1948;
 - (xi) the Minimum Wages Act, 1948;
 - (xii) the Plantation Labour Act, 1951;
 - (xiii) the Mines Act, 1952;
 - (xiv) the Employees Provident Fund and Miscellaneous Provisions Act, 1952;
 - (xv) the Collection of Statistics Act, 1953;
 - (xvi) the Working Journalists and Other Newspapers Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955;
 - (xvii) the Punjab Industrial Housing Act, 1956;
 - (xviii) the Punjab Shops and Commercial Establishments Act, 1958;
 - (xix) the Working Journalists (Fixation of Rates of Wages) Act, 1958;

- (xx) the Motor Transport Workers Act, 1961;
- (xxi) the Maternity Benefit Act, 1961;
- (xxii) the Personal Injuries (Compensation and Insurance) Act, 1963;
- (xxiii) the Punjab Industrial Establishment (National and Festival Holidays and Casual and Sick Leave) Act, 1965;
- (xxiv) the Punjab Labour Welfare Fund Act, 1965;
- (xxv) the Payment of Bonus Act, 1965;
- (xxvi) the Contract Labour (Regulation and Abolition) Act, 1970;
- (xxvii) the Payment of Gratuity Act, 1972;
- (xxviii) the Bonded Labour System (Abolition) Act, 1976;
- (xxix) the Equal Remuneration Act, 1976;
- (xxx) the Sale Promotion Employees (Conditions of Service) Act, 1976;
and
- (xxxi) the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.

2. Establishment, Budget and Plans of the Labour Wing.
3. Labour Welfare Schemes.
4. The Fair Wage Clause and East Punjab Public Works Department Contractors Labour Regulations.
5. Central and State Evaluation and Implementation Committees.
6. Code of Discipline in Industries.
7. Compensation under Seamen's War Risks Compensation Schemes.
8. Workers Participation in Management.
9. Forced Labour.

- 10 International Labour Organization-references relating to Labour Administration, Labour Welfare and Industrial Relations.
11. Indian Labour Year Book.
- 12 Liaison between the Railway Authorities and the State Labour Wing.
13. Loans to Industrial Workers.
14. Worker's Education Schemes.

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25. DEPARTMENT OF LEGAL AND LEGISLATIVE
AFFAIRS

(A) LEGAL AND LEGISLATIVE AFFAIRS WING

1. Principal and subordinate legislation.
2. Codification and publication of laws including the publication of authorized Punjabi translation of Laws under Section 6-A of the Punjab Official Language Act, 1967.
3. Litigation affecting the State and Public Offices.
4. Opinion on legal affairs and conveyancing.
5. Translation of Central and State Laws into Punjabi.

(B) LEGAL AID WING

1. All matters relating to Legal Aid.
2. All matters relating to the establishment and budget of the Legal Services Authority for the State of Punjab.

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26. DEPARTMENT OF LOCAL GOVERNMENT

1. All matters relating to -
 - (a) acquisition of land by the Urban Local Bodies;
 - (b) alienation or lease of Municipal Properties; and
 - (c) lease of Nazool land for a period not exceeding ten years wherever such land has been placed under the control of local bodies for purposes of management under a general or special order of the Government.

2. Administration of the following Acts-
 - (a) the East Punjab Urban Rent Restriction Act, 1949;
 - (b) the Indian Christian Marriage Act, 1872;
 - (c) the Punjab Town Improvement Act, 1922;
 - (d) the State Carriage Act, 1861;
 - (e) the Punjab Slum Areas (Improvement and Clearance) Act, 1961;
 - (f) the Punjab Water Supply and Sewerage Board Act, 1976;
 - (g) the Punjab Municipal Act, 1911;
 - (h) the Punjab Municipal Corporation Act, 1976;
 - (i) the Punjab Municipal (Executive Officer)Act, 1931;
 - (j) the Punjab Development of Damaged Areas Act, 1951;
 - (k) the Punjab Local Authorities Laws (Exercise of Powers) Act,1953;
 - (l) the Local Authorities Loans Act, 1914; and
 - (m) the East Punjab Local Authorities (Restriction of Functions) Act,1947.

3. Local Fund Audit.

4. Municipal Corporations, Municipal Committees, Notified Areas Committees and Improvement Trusts.
5. Establishment of Directorate of Local Government.
6. Slum Clearance and Slum Development Schemes.
7. Fire fighting.
8. Census.
9. National Population Register.

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27. DEPARTMENT OF MEDICAL EDUCATION AND
RESEARCH

1. Establishment of the Directorate of Research and Medical Education, and the Professors, Associate Professors, Assistant Professors, Senior Lecturers, Lecturers, Registrars and Demonstrators at the Government Medical Colleges, Amritsar and Patiala, the Guru Gobind Singh Medical College, Faridkot and the Government Dental Colleges.
2. T.B. Sanatorium, Amritsar.
3. Government Medical College, Patiala.
4. Rajindra Hospital, Patiala.
5. Guru Gobind Singh Medical College, Faridkot.
6. Guru Gobind Singh Hospital, Faridkot.
7. Government Medical College, Amritsar.
8. Guru Teg Bahadur Medical Hospital, Amritsar.
9. Dental College, Amritsar.
10. Dental College and Hospital, Patiala.
11. Ayurvedic College and Hospital, Patiala.
12. Medical Education and Training of Nurses and Para-medical Staff.
13. The Indian Council of Medical Research.
14. State Medical Faculty, Medical registration including Medical Council of India, Central Dental Council.
15. The Punjab Medical Council, the Punjab Nursing Council, the Punjab Dental Council, the Punjab Pharmacy Council, the Punjab Ayurvedic

Council and the Punjab Homoeopathic Council-Registration of Doctors, Dentists, urses, Pharmacists, Homoeopaths and Vaid.

16. All matters relating to the administration of the following Acts and Rules made thereunder -
 - (a) the Indian Medical Degree Act, 1916;
 - (b) the Punjab Anatomy Act, 1963; and
 - (c) the Punjab Corneal Grafting Act, 1963.
17. Private Medical Colleges and Hospitals-
 - Christian Medical College and Brown Hospital, Ludhiana.
 - Dayanand Medical College and Hospital, Ludhiana.
18. Grant-in-aid to private medical colleges and teaching hospitals and aushadhalayas.
19. Admissions to all the Medical and Dental Colleges, including private colleges, and the Ayurvedic college, Patiala.

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28. DEPARTMENT OF NRI'S AFFAIRS

1. Foreign NGOs, willing to enter into mutual charters to aid the development of municipal and rural areas in Punjab e.g. town twinning projects etc.
2. Correspondence with Ministry of Home Affairs, Ministry of External Affairs and Foreign Missions, etc. for the problems relating to NRIs regarding visas opening/Up-gradation of visa- centres and industrial liaison etc.
3. To coordinate with NGOs in the State of Punjab dealing with NRIs.
4. Making and implementation of scheme relating to NRIs in respect of-
 - (a) Plan Scheme- C.D. 2.35 for providing matching grants in NRI shared projects for creating infrastructure like school, buildings, community services, Hospitals, Libraries, drinking water scheme, Sewerage disposal, public latrines,streetlights and sports stadium and other projects;
 - (b) Following an integrated policy for using funds provided by the Punjab Government in NRI shared projects like construction of bridges etc. from RDF to which NRIs can contribute meaningfully for creation of such infrastructure;
 - (c) Attracting foreign capital and assistance for twinning of city Kapurthala with Derby (UK) and Jalandhar with Borough of Hounslow (UK);
 - (d) Coordinating with the Department of Technical Education and Medical Education in respect of reservations of seats in Technical

Colleges/ Institutions and Medical Colleges and charging of fees etc. from NRIs;

- (e) Consideration of schemes to start Baccalaureate system of Education in some existing schools in Punjab and setting up of some system abroad with a view to help NRI Youngsters to acquaint them with their heritage and to develop a certain amount of attachment to their motherland and also get much better understanding of India;
- (f) Coordination with the projects encouraging mutual understanding and friendship between Derby (UK) and Kapurthala through school linking which will envisage exchange programme where there presentative of Education Department from UK will visit our schools and suggest measures to upgrade the educational system to international level. Similarly our teachers will visit UK (at the cost of foreign NGO) to study the educational and environmental system prevalent in UK;
- (g) Formulating organized schemes regarding Tourism and Cultural Affairs to invite NRIs especially the younger generation with a view to maintain their ethnic bonds with their motherland;
- (h) Coordination in making optimum use of NRIs contribution in the field of sports;
- (i) Creation of Data Bank of NRIs and to give on line service to the NRIs; and
- (j) Giving of wide publicity of Government efforts/ policies in favour of NRIs in the State of Punjab in foreign media.

5. Matters relating to grant of honours by any Department, conferring Honour, Ph.D. etc., relating to NRI affairs will seek clearance from the NRI Affairs Department who will get clearance from the Govt. of India, as may be required.
6. All matters relating to authentication of documents submitted by the Non-Resident Indian after getting countersigned from Deputy Commissioners.

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29. **DEPARTMENT OF NEW AND RENEWABLE ENERGY
SOURCES**

1. All matters relating to the Punjab Energy Development Agency.

30. DEPARTMENT OF PARLIAMENTARY AFFAIRS

1. Governor's address to the Punjab Vidhan Sabha.
2. Legislative matters.
3. Obituary references.
4. All matters pertaining to salaries, allowances, pensions, medical facilities to the sitting and former members, Presiding Officers, Ex-Chief Ministers and Leader of Opposition of the Legislature in Punjab.
5. Consultative Committees of the members of the Punjab Vidhan Sabha, for various Departments.
6. Code of Conduct and complaints against Legislators.
7. Nomination of Legislators in the committees constituted by the Punjab Government.
8. Discretionary grant to the Presiding Officers of the State Legislature.
9. Advice to the Departments on legislative procedure and other legislative matters.
10. Coordination of action by the Departments on the general application of the recommendations made by the Committee of the Punjab Vidhan Sabha and follow-up of reports of the Committee on Subordinate Legislation of the Punjab Vidhan Sabha.
11. Matters connected with powers, privileges and amenities of members of the Punjab Vidhan Sabha.
12. Issuance of instructions regarding sessions of the Punjab Vidhan Sabha.
13. Dates of summoning and prorogation of the Punjab Vidhan Sabha.

14. Planning and coordination of legislative, financial and other business of the Punjab Vidhan Sabha.
15. Appointment of Secretary, Punjab Vidhan Sabha and all other matters relating to the post.
16. Grants to the Common Wealth Parliamentary Association and the Indian Parliamentary Association.
17. Transportation of dead bodies of members of the Legislative Assembly and members of Parliament of Punjab State.
18. Government stand on Private Member's Bills and Resolutions.
19. Sponsoring of the visits of members of the Legislative Assembly to places of interest and State Projects.
20. Policy relating to whips, conferences and implementation of the recommendations thereof.
21. Policy matters relating to the assurances given by the ministers in the Punjab Vidhan Sabha and their implementation.
22. Manual of Instructions on matters relating to Parliamentary Affairs.
23. Follow-up reports of the Committee on Papers Laid on the Table of the House.
24. Coordination with Departments for sending replies of the Lok Sabha, Rajya Sabha and Punjab Vidhan Sabha Assembly questions.

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31. DEPARTMENT OF PERSONNEL

(A) PERSONNEL POLICIES

1. Formulation of Policy regarding personnels and service matters.
2. All matters relating to -
 - (a) the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961;
 - (b) the Punjab Civil Services (Appointment by Promotion) Rules, 1962;
 - (c) the Punjab State (Class IV) Service Rules, 1963;
 - (d) the Government Employees Conduct Rules, 1966;
 - (e) the Punjab Civil Services (Punishment and Appeal) Rules, 1970;
 - (f) the Punjab Civil Services (Premature Retirement) Rules, 1975;
and
 - (g) the Assistant Grade Examination Rules, 1984.
3. All matters and procedure relating to the retirement and promotion of officers whose conduct is the subject of enquiry and matters connected therewith.
4. Policy regarding -
 - (a) promotion of Class IV Employees to Class III posts;
 - (b) appointment, promotion, posting and tenure etc. of Heads of Departments including their confirmation;
 - (c) creation and declaration of posts of Heads of Departments including change in nomenclature;

- (d) departmental tests and examinations;
- (e) private employment or employment in other Departments of Punjab Government or under other Governments, sought by the Government employees;
- (f) representation and memorials by Government servants;
- (g) conversion of temporary posts into permanent ones;
- (h) recognition of Association of Government employees;
- (i) ex-gratia grant and other facilities for families of Government employees who die while on duty;
- (j) naming of places and institutions after Government employees;
- (k) grant of permission to Government employees for the acquisition of higher qualifications;
- (l) employment of Class IV employees as domestic servants;
- (m) concession to Government employees who learn foreign languages;
- (n) grant of advance increments, incentives and awards to Government employees;
- (o) punctuality in office attendance;
- (p) holidays, working hours, casual leave, earned special casual leave etc.;
- (q) deputation of Government employees;
- (r) travel concession to Government employees;
- (s) maintenance of service books and personal files;
- (t) alteration in the date of birth of Government employees;
- (u) change of name of Government employees;

- (v) fixation of joining time in case of candidates recommended by the Punjab Public Service Commission and Punjab Subordinate Services Selection Board etc.;
 - (w) regularization of services of ad hoc employees;
 - (x) classification of offices;
 - (y) classification of services, and declaration of posts as gazetted and non-gazetted; and
 - (z) employment of near relatives of Government employees in private undertakings enjoying Government patronage.
5. References from other Departments to be submitted to the Chief Minister as required under Rules of Business of the Government of Punjab relating to appointments, transfers, postings and disciplinary matters, including appointments etc. to the posts of Chairmen, Managing Director of Public Sector Undertakings, Corporations and Boards etc..
 6. All matters relating to the Punjab Public Service Commission, the Subordinate Services Selection Board and any other Recruitment Committee or Agency or otherwise.
 7. Exclusion of posts from the purview of the Punjab Public Service Commission and Punjab Subordinate Services Selection Board as an exception to the general policy of recruitment.
 8. Postings and transfers including inter-departmental transfers under Rule 3.17 of the Punjab Civil Services Rules, Volume I, Part I.
 9. Framing of Model Service Rules and scrutiny of Service Rules framed by various Departments.

10. Formulation and amendment of Confidential Rolls Rules and Policy regarding annual confidential reports of Government employees.
11. Priority lists for various categories of persons for employment in State Services.
12. Compilation of Instructions issued from time to time on service matters.
13. Matters relating to release of benefits to the families of deceased Government employees.
14. Demands of Government employees.
15. Pay Commission- Appointment, terms and conditions thereof.
16. Matters concerning representation of Punjab in Chandigarh Administration.
17. Conferment of Secretariat status on Heads of Executive Departments.
18. State Administrative Tribunal.
19. All matters relating to the absorption of surplus staff of Government Departments and quasi-Government Organizations and Public Sector Undertakings.

(B) TRAINING

1. All matters relating to policy regarding Administrative Training, research and allied activities including the following:-
 - a) Design and conduct of induction and mid-service capacity building of the personnel in the Government, Public Sector Undertakings, Panchayati Raj Institutions and Local Bodies etc.,

- b) Coordination with departmental training institutions of the State Government to ensure quality and to optimize the state resources,
 - c) Laying down standards and guidelines for design and conduct of training programs and development of trainers for various spheres/sectors of governance,
 - d) Policy, syllabus and conduct of departmental tests and examinations,
 - e) Studies in governance and public policy research,
 - f) Development of research and training associate for undertaking such activities in various spheres of governance, and
 - g) Training certification, coordination and setting standards for the entire State.
- 2 All matters relating to the Mahatma Gandhi Institute of Public Administration, Punjab, the Apex State Institute for administrative research and training in Public Administration.
 - 3 The training of officers belonging to the Indian Administrative Services, the Indian Police Services and other officers.
 - 4 The training of probationers belonging to the Indian Administrative Services, the Indian Police Services, and the Punjab Civil Services (Executive Branch).
 - 5 Work of Result Frame Work Document.

(C) ESTABLISHMENT MATTERS

1. Indian Administrative Services and Punjab Civil Services (Executive Branch) cadre fixation and review, of and creation of posts in various scales.
2. All matters relating to the establishment of the Indian Administrative Services and Punjab Civil Services.
3. Rules and Regulations concerning Indian Administrative Services and other all India Services.
4. Maintenance of Character Rolls of the members of the Indian Administrative Services and Punjab Civil Services (Executive Branch) Officers-issue of appreciation letters and communication of adverse remarks.
5. Preparation of Select List of members of the Punjab Civil Services, and Officers of other services serving in the State, for appointment to the Indian Administrative Services.
6. Maintenance of property returns of the members of the Indian Administrative Services and the Punjab Civil Services Officers and grant of permission to them for the sale or purchase of property.
7. Conferment of powers on the members of the Indian Administrative Services and the Punjab Civil Services Officers.
8. Grant of casual leave to Divisional Commissioners and Administrative Secretaries-Approval of tour programme of Divisional Commissioners.
9. Deputation of the members of the Indian Administrative Services and the Punjab Civil Services to Government of India, other State Governments, autonomous bodies and to foreign countries.

10. All matters relating to the Departmental examination conducted by the Central Committee of Examinations.
11. Grant of permission to the Commissioners and Deputy Commissioners to leave headquarters for attending meeting(s) at Chandigarh.
12. Maintenance and circulation of lists of Administrative Secretaries in Punjab.
13. All works relating to salaries etc. of officers belonging to the Indian Administrative Services and Punjab Civil Services (Executive Branch) which was previously done by the office of the Accountant General.
14. Matters relating to Liaison Officers at Delhi and Calcutta.
15. Matters relating to the Resident Representative of Punjab in New Delhi.
16. Re-employment of the members of the Indian Administrative Services after the age of superannuation.
17. Appointment of the members of the Indian Administrative Services as arbitrators concerning cases of various Government Departments and Autonomous Bodies.

(D) ADVISORY COUNCIL

1. All matters relating to -
 - (a) Sub-montane Areas Advisory Council;
 - (b) Border Areas Advisory Council; and
 - (c) Bet Areas Advisory Council;including convening of their regular meetings and pursuit of action thereon with the concerned Departments.

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32. DEPARTMENT OF PLANNING

(A) PLANNING

1. All matters relating to the formulation, follow up, appraisal and re-adjustment of -
 - (a) Annual Plans and Five Year Plans; and
 - (b) sub-Plans for sub-montaneous, bet, border and any other special areas.
2. All matters relating to the formulation of long-term development perspectives for the Punjab economy.
3. Declaration of backward areas or any other special areas.
4. All matters relating to the Punjab State Planning Board.
5. All matters relating to the coordination of Plans of the Administrative Departments.
6. All matters concerning State Government business with the Planning Commission, Government of India.
7. All matters relating to the development of areas on the Indo - Pak-Border including the Border Area Development Programme and
8. All matters relating to the constitution of District Planning Committees and Metropolitan Planning Committees required to be constituted under articles 243 ZD and 243 ZE, respectively of the Constitution of India.
9. All matters relating to assistance to Non-Government Organisations for the welfare of the People.

(B) ECONOMIC AND STATISTICAL ORGANISATION

1. All matters relating to the collection, compilation and analysis of socio-economic data.
2. All matters concerning preparation of the Annual Economic Survey of the Punjab Economy.
3. Tendering of advice to the Government on economic and statistical matters.
4. All matters relating to the coordination of statistical activities of various Departments.

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33. DEPARTMENT OF PRINTING AND STATIONERY

1. Establishment of the Printing and Stationery Department.
2. Copy right.
3. Extension of Post and Telegraph and Telephone facilities.
4. Printing of Government work.
5. Procurement and supply of stationery.
6. Hiring and purchase of typewriters, duplicators, photocopiers and FAX machines.
7. Policy regarding supply of uniforms and liveries to the Government employees under the provisions of Appendix 10 of the Punjab Financial Rules, Volume II and drivers of Government owned vehicles (except the drivers of the Punjab Roadways).
8. Supply of Government publications and the Official Gazette.

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34. DEPARTMENT OF PROGRAMME IMPLEMENTATION

1. To coordinate and monitor all economic programme including the 20 Point Socio- economic Programme.
2. To identify problem areas in the implementation of new projects and in the functioning of existing projects, and suggest remedial measures to optimize production and efficiency.
3. All matters relating to liaison with the Economic Departments of Government of India and other State Governments.

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35. DEPARTMENT OF PUBLIC WORKS

(A) BUILDINGS AND ROADS WING

1. Construction and maintenance of State Buildings and their transfer from one Department to another Department.
2. Construction and maintenance of buildings on behalf of other Departments (except for the maintenance of buildings of Police Department).
3. Acquisition of land for construction of buildings and roads.
4. Settlement of claims of contractors.
5. Construction and maintenance of National Highways on behalf of the Government of India.
6. Construction and maintenance of all roads in the State (except those owned by the local bodies within municipal limits), bridges, ferries, tunnels, ropeways, causeways, strategic roads, tactical roads and Border Area roads etc.
7. Punjab Roads and Bridges Development Board, Punjab Roads and Bridges Development Board Act, 1998.
8. Shipping and navigation including inland water ways and traffic thereon except navigation and traffic on canals.

9. Tolls on roads and bridges levied by the State Government other than tolls levied by Local Bodies. The Punjab Mechanical Vehicles (Bridges and Roads Tolls) Act, 1998.
10. Follow up with the Ministry of Railways in regard to development of railways and other facilities provided by the Ministry of Railways.
11. All suits relating to Railways against the Government of India.
12. Administration of all roads in the State (except owned by the Local Bodies within municipal limits) including management of the right of way, control of access to the road etc.

(B) ARCHITECTURE WING

1. Designing and planning of Government Building.
2. Supervising the buildings during construction and supplying the detailed drawings.
3. Tendering of advice on architectural matters to all Departments of the State Government.
4. Architectural consultancy to all PSU,s of State of Punjab.

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36. DEPARTMENT OF REMOVAL OF GRIEVANCES

1. Entertainment of all kinds of complaints from public against the State Government Departments and State undertakings.
2. Constitution of District and Sub Divisional Public Grievances Committees, and nomination of members to such Committees.
3. Framing of policies regarding redressal of public grievances and machinery thereof including-
 - (a) advice and suggestions to the Heads of Departments and Deputy Commissioners to set up arrangement for quick disposal of public grievances;
 - (b) inquiries suo moto in cases of undue delay or those of urgent nature; and
 - (c) study of cases of major grievances and proposing remedies where possible.

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37. DEPARTMENT OF REVENUE, REHABILITATION
AND DISASTER MANAGEMENT

(A) REVENUE

1. All matters pertaining to Land Revenue and its administration including its assessment, collection and accounts, remission, collection of rent etc. and audit.
2. Recovery of other Government dues declared recoverable as arrears of Land Revenue.
3. All matters relating to Agricultural Income Tax, Wealth Tax and Estate Duty.
4. Surveys for preparation of Land Records and its maintenance.
5. All matters relating to settlements, settlement staff and Alluvion and Dhilluvion Rules.
6. All matters relating to the administration of the following Acts -
 - (a) the Court Fees Act, 1870;
 - (b) the Punjab Tenancy Act, 1887;
 - (c) the Punjab Land Revenue Act, 1887;
 - (d) the Land Acquisition Act, 1894;
 - (e) the Indian Stamp Act, 1899;
 - (f) the Punjab Minor Canals Act, 1905;
 - (g) the Registration Act, 1908;
 - (h) the Punjab Redemption of Mortgage Act, 1913;
 - (i) the Punjab Copying Fees Act, 1936;
 - (j) the Punjab Restitution of Mortgage Act, 1938;

- (k) the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act,1948;
 - (l) the East Punjab Utilization of Land Act,1949;
 - (m) the Requisitioning and Acquisition of Immoveable Property Act, 1952 (No. XXX of 1952);
 - (n) the Punjab Security of Land Tenures Act, 1953;
 - (o) the Punjab Requisitioning and Acquisition of Immoveable Property Act, 1953;
 - (p) the Bhoodan Yajna Act, 1955;
 - (q) the Pepsu Tenancy and Agricultural Act, 1955;
 - (r) the Punjab Resumption of Jagirs Act, 1957 except the payment of Jagir money to the surviving Jagirdars;
 - (s) the Punjab Land Reforms Act, 1972;
 - (t) the Punjab Public Premises Land Eviction and Rent Recovery Act, 1973;
 - (u) the Punjab Commercial Crops Cess Act, 1974;
 - (v) the Punjab Package Deal Properties (Disposal) Act, 1976.
 - (w) the Benami Transactions (Prohibition) Act,1988.
7. Land Administration Reports.
 8. All matters relating to land holdings Census fragmentation.
 9. Survey and record of land affected by water logging thur and sem.
 10. All matters under the following heads:
 - (a) Customary Law;
 - (b) Court of Wards;
 - (c) Jagirs and Muafis;

- (d) Dharamarth lands and properties of the erstwhile Pepsu State;
 - (e) Grant-in-aid to religious institutions and incurring of expenditure on the construction or repairs of places of worship; and
 - (f) Establishment of Dharamarth Staff.
11. Construction of accommodation for Government Offices, including offices-cum-residence complexes at the Divisional, District, Tehsil and Sub-Tehsil level except the construction of Judicial Courts Complexes and residence complexes for Judicial Officers at the Divisional Districts, Tehsil and Sub-Tehsil level.
 12. Construction and repairs of Patwar Khanas.
 13. Lease, sale etc. of Government Lands and encroachments thereon.
 14. Administration of waste land and their lease etc.
 15. Transfer of land from one Department of Government to another.
 16. All matters concerning Escheats, Nazool land and properties.
 17. Preparation and revision of District Gazetteers including the establishment of the Gazetteers Organisation.
 18. Finalization of work under section 5 of the Punjab Land Revenue Act, 1887 and work connected with the re-organization of Divisions, Districts, Tehsils and Sub- Tehsils including transfer of villages from one such unit to another.
 19. All matters concerning inter-state Boundaries.
 20. Preparation of District, Village Directories and changes of names of District, Towns, Villages etc.
 21. All matters relating to the-
 - (a) establishment of Financial Commissioner's Office;

- (b) establishment of District and Division including Sub- Divisional and Tehsil Office Staff;
 - (c) establishment of Directorate of Consolidation of Holdings, Punjab;
 - (d) establishment of Directorate of Land Records, Punjab;
 - (e) establishment of Patwaries and Kanungoes, Mahals;
 - (f) Patwar Schools;
 - (g) establishment of the District Revenue Officers, Tehsildars and Naib Tehsildars; and
 - (h) Village Chowkidars-Administration of the Punjab Chowkidara Rules.
22. Report on Agricultural Wages Survey.
23. Maintenance and Administration of Civil Rest Houses.
24. Provision relating to registration only under the Transfer of Property Act.

(B) REHABILITATION

1. Administration, management, leasing out and allotment of acquired evacuee property, viz. land, houses, gardens and horticulture plots in garden colonies situated in rural areas.
2. All matters relating to the administration of Rajpura Township.
3. All matters concerning conferment of ownership right in respect of land, houses, gardens and horticultural plots situated in rural areas.
4. All matters relating to the acquisition of evacuee land for public purposes required by the Departments of Government, local bodies or private bodies.
5. Exchange and comparison of record with Pakistan.

6. Grant of financial assistance to disrupted educational institutions and displaced students for prosecuting their studies in various institutions both in India and abroad.
7. Internal audit of various kinds of loans, accounts and financial assistance maintained in different offices.
8. Quasi-judicial cases arising out of allotment of land, houses, gardens and horticultural plots in garden colonies and conferment of ownership rights and composite properties.
9. Recovery, postponement, remission and write-off of various kinds of rural and urban loans and realization of other rehabilitation dues.
10. Separation of evacuee interest in composite properties.
11. All other matters connected with the rehabilitation of displaced persons, composite and acquired properties.
12. Disposal of surplus rural and urban evacuee properties transferred by the Government of India to State Government by two package deals for disposal.

(C) DISASTER MANAGEMENT

1. Calamity Relief/Disaster Management fund.
2. Relief and Resettlement in all major accidents/calamities involving substantial loss of life and property.
3. Grant of Relief to and settlement of -
 - (a) Persons uprooted from war-affected areas;
 - (b) Persons including Special Police Officers and Home Guards affected by terrorist violence or during the course of operations by the Security forces in aid of civil authorities or by mob action;

- (c) Persons affected during November, 1984 riots;
- (d) J & K Migrants; and
- (e) Any other special category of persons as may be notified by the Government from time to time.

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38. DEPARTMENT OF RURAL DEVELOPMENT AND
PANCHAYATS

1. All matters relating to the administration of the following Acts and Rules framed thereunder, namely -
 - (a) the Punjab Gram Panchayat Act, 1952;
 - (b) the Punjab Village Common Land (Regulation) Act, 1961;
 - (c) the Punjab Panchayat Samitis and Zila Prishads Act 1961;
 - (d) the Punjab Cattle Fairs (Regulation) Act, 1967;
 - (e) the Punjab Gram Panchayat (Common Purposes Land) Eviction and Rent Recovery Act, 1976; and
 - (f) the Punjab Panchayat Samitis and Zila Prishads, (Temporary Suppression) Act, 1978.
2. Establishment and budget of the Directorate of Panchayats and Panchayati Raj including the provision of budget of staff provided out of the cadre strength of the Financial Commissioner's office.
3. All matters relating to-
 - (a) the allocation of assets and liabilities of the District Boards among the Zila Prishads and Panchayat Samitis;
 - (b) construction of buildings and houses for office and staff;
 - (c) management and development of Shamlat lands and eviction of unauthorized occupants from urban common lands;
 - (d) complaints and enquiries against Panches and Sarpanches;
 - (e) disciplinary action against Panchayat Samitis and Zila Prishads and their Members;
 - (f) Panchayat, Panchayat Samitis and Zila Prishads Elections;

- (g) finances of the Panchayat Samitis and Zila Prishads;
- (h) implementation of various development schemes in the block;
- (i) institutional and non-institutional training of non-official Panches and Sarpanches, Member, Chairman and Vice Chairman of Panchayat Samitis and Zila Prishads, Members of Parliament and Members of Legislative Assembly;
- (j) Local rate and allied matters;
- (k) location of Block Headquarters and demarcation and redemarcation of boundaries of the block;
- (l) construction and location of Primary Health Centres in Blocks;
- (m) minor flood protection works such as Bunds and Drains;
- (n) focal points for rural infrastructure development;
- (o) statistical evaluation;
- (p) Panchayat Samitis and Zila Prishads;
- (q) study tours of non-officials at all-India, State Block Levels;
- (r) Seminars and Sammelans;
- (s) taxes and fees levied by the Panchayat Samitis;
- (t) training of young farmers and village leaders and organizations of farmers clubs (both sexes); and
- (u) training institutions of the Department of Rural Development and Panchayats.

4. Discretionary grants by Ministers.
5. Sramdan
6. Community Development Movement.

7. All matters relating to -
 - (a) village Housing Project Schemes and State Rural Housing Cell;
 - (b) village Volunteer Force;
 - (c) Integrated Rural Development Programme and Schemes framed thereunder; and
 - (d) evaluation of the work of Rural Development Society.
8. Rural Landless Employment Guarantee Programme and scheme framed thereunder.
9. National Rural Employment Programme and schemes framed thereunder.
10. National Project of improved Chullas.
11. Integrated Rural Energy Planning Programme.

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39. DEPARTMENT OF SCIENCE AND TECHNOLOGY,
ENVIRONMENT

(A) SCIENCE AND TECHNOLOGY WING

1. All matters relating to -
 - (a) the identification of new technology for agriculture and industry;
 - (b) arrangement for processing the new technology;
 - (c) liaison with Research Institutions, National Laboratories, Universities and Department of Science and Technology of the Government of India;
 - (d) the dissemination of information with regard to new technology in different fields, in the State;
 - (e) Policy and implementation with regard to planning and development of renewable and non-conventional sources of energy including Mini/Micro and Hydel Power Plants upto a capacity of 25 MW Power, Sewage and sullage based Power Projects and Power Projects based upon fuels other than coal, industrial gas and diesel;
 - (f) Policy for incentives for non-conventional sources based power projects, and minor and micro Hydel Projects, including pricing of power to be purchased by the Government from such projects;
 - (g) Policy planning, management and implementation of Energy Management and Energy Conservation measures or programmes; and

(h) Planning, coordination, implementation and monitoring of programmes for maintenance and up-gradation of the environment including land, water, air, forest, wild-life and urban and rural habitat, river action plans; and to act as nodal department in the State with Government of India and international bodies and funding agencies with regard to projects relating to environment, maintenance and up-gradation.

2. All matters relating to -

- (a) the Punjab State Council for Science and Technology
- (b) the Pushpa Gujral Science City, and
- (c) the Punjab Bio-Technology Incubator.

(B) ENVIRONMENT WING

1. All matters relating to the Punjab Pollution Control Board.

2. Planning, coordination and monitoring of Environment schemes in the State.

3. All matters relating to the administration of the following Acts -

- (a) the Water (Prevention and Control of Pollution) Act, 1974;
- (b) the Air (Prevention and Control of Pollution) Act, 1981
- (c) the Environment (Protection) Act, 1986 and the rules framed there under and
- (d) The Punjab Plastic Carry Bags (Manufacturing, Usage and Disposal) Control Act, 2005.

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1. All matters relating to the welfare of physically handicapped persons including-
 - (a) institutional services for the blind, deaf and dumb and orthopedically handicapped;
 - (b) scholarships to the handicapped students;
 - (c) sheltered workshop;
 - (d) prosthetic aid to the physically handicapped persons;
 - (e) financial assistance to victims of chronic diseases;
 - (f) educational and vocational facilities for the mentally retarded children;
 - (g) Vocational Rehabilitation Centres for the handicapped;
 - (h) Marriage grants for the rehabilitation of handicapped;
 - (i) Braille Press or Library for the visually handicapped; and
 - (j) Policy regarding reservation for physically handicapped persons in the services.
2. Eradication of beggary.
3. All measures for social security such as-
 - (a) financial assistance to dependent children;
 - (b) financial assistance to widows and destitute women;
 - (c) financial assistance to permanently disabled persons;
 - (d) pension to the aged and the infirm; and
 - (e) institutional services for the aged.

4. All matters relating to social research and training including establishment of Research-cum-Information. Centres for conducting Social Survey and disseminating information, monitoring and evaluation and conducting of training programme for social workers.
5. All matters relating to the financial assistance in the shape of grant-in-aid to voluntary welfare organizations, State awards for persons or organizations working in the field of Social Welfare and Field Counselling for the improvement and expansion of programmes run by the Voluntary Welfare organizations.
6. All matters relating to relief measures including-
 - (a) care and maintenance of inmates in various Homes or Infirmaries and privately managed relief institutions located in the State;
 - (b) financial assistance for educational purposes to sons or wards or destitute displaced widows living outside Homes and Infirmaries;
 - (c) payment of cash allowances to displaced persons living outside Homes and Infirmaries;
 - (d) payment of stipends to trainees and outside doles;
 - (e) settlement of old outstanding claims etc. in respect of defunct relief institutions; and
 - (f) training of inmates of Homes and Infirmaries in different vocational and professional courses.
7. All matters relating to Social Health, anti drug addiction measures and counseling services for families in distress and those affected by social atrocities and social maladies etc.

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41. DEPARTMENT OF SPORTS AND YOUTH

SERVICES

(A) SPORTS WING

1. All matters relating to promotion, development and administration of sports including-
 - (a) formulation and implementation of all policies relating to sports;
 - (b) policy regarding reservation for sportsmen in service;
 - (c) establishment of the Directorate of Sports, the Khed Prishad, Director Youth Programme and Sports Wing of the Directorate of College Education including coaches under the Sports Hostel Scheme;
 - (d) imparting of coaching at various levels and administration of coaches working in the Department of Sports and Youth Services, erstwhile Khed Prishad and under the Director, Youth Programme and working in colleges under the Sports Hostel Scheme;
 - (e) provision of sports infrastructure including distribution and arrangement of equipments to educational and Panchayati Raj institutions;
 - (f) matters relating to the Sports Authority of India;
 - (g) organization of competitions at various levels directly or through the agency of autonomous sports bodies and associations, the School Games Federation and its affiliated units, Inter-University

Sports Control Board and its affiliated University Colleges and Panchayati Raj Institutions;

- (h) the State Sports Council and grant-in-aid to sports associations and federations including the School Games Federation and its affiliated units regulating inter-college and inter-University tournaments and Panchayati Raj Institutions;
- (i) the Khed Prishad and grant-in-aid for sports to the Khed Prishad and other Panchayati Raj Institutions;
- (j) management and administration of the Sports Development Fund for promotion of sports in schools and colleges;
- (k) evaluation techniques for programmes and personnel relating to promotion and development of sports; and
- (l) all budgetary provisions and allocations and plan provisions relating to promotion and development of sports.

(B) YOUTH SERVICES WING

- 1. All matters relating to -
 - (a) the National Services Scheme and camps and youth festivals there under;
 - (b) promotion and development of activities concerning youth including mountaineering, hiking, trekking and rock climbing;
 - (c) Auxiliary Cadet Corps and National Cadet Corps.

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42. DEPARTMENT OF TECHNICAL EDUCATION AND
INDUSTRIAL TRAINING

1. Post graduation degree and diploma courses in Engineering.
2. State Board of Technical Education.
3. Recognition of Technical Institutions in the State.
4. Grant-in-aid and other assistance to non-Government Technical Institutions in the State.
5. Craftsman Training Scheme.
6. Industrial Training Schools and Institutions.
7. Vocational Training Centres.
8. All matters relating to the administration of the Punjab State Board of Technical Education and Industrial Training Act, 1992.

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43. DEPARTMENT OF TOURISM AND CULTURAL
AFFAIRS

(A) TOURISM

1. All matters relating to -
 - (a) the development of tourism;
 - (b) the establishment and budget of Tourism Wing;
 - (c) local Tourism Advisory Committees;
 - (d) the State Tourism Development Board; and
 - (e) fairs and festivals.
2. The Punjab Tourism Development Corporation.

(B) CULTURAL AFFAIRS

1. All matters relating to -
 - (a) the Cultural Affairs;
 - (b) Archaeology and Museums, including administration and working of the Punjab Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1964;
 - (c) Administration and Supervision of Punjab Art Council and three Academies.
 - (d) Administration and Supervision of Punjab Heritage and Tourism Promotion Board.
2. Matters relating to the North Zone Cultural Centre.
3. Archives.

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44. DEPARTMENT OF TRANSPORT

1. All matters relating to -
 - (a) Government Motor Vehicles Board;
 - (b) allotment of official cars to the Ministers and their maintenance;
 - (c) Motor Transport including petrol and diesel rationing; and
 - (d) maintenance of Road Transport including all cases relating to Government Transport Services.
2. Constitution of the Motor Accident Claims Tribunals.
3. All matters relating to the administration of the following Acts -
 - (a) the Punjab Motor Vehicles Taxation Act, 1924;
 - (b) the Road Transport Corporation Act, 1950; and
 - (c) the Motor Vehicles Act, 1988.
4. All matters relating to Rail Transport.
5. All matters relating to the establishment and budget of the Directorate of Transport.
6. Traffic Police.

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45. DEPARTMENT OF VIGILANCE

1. All matters concerning general vigilance and procedure.
2. All policy matters relating to corruption among public servants.
3. Coordination of work relating to vigilance in various Departments.
4. All matters relating to cases of bribery, corruption, personal immorality, misuse of public fund, loss caused to Government, Departmental or procedural irregularities and the like on the part of Government employees and public servants dealt with or otherwise taken cognizance of by the Department of Vigilance including cases of appeal against acquittal in cases relating to the Vigilance Bureau.
5. All matters relating to -
 - (a) the Establishment of the Vigilance Bureau; and
 - (b) setting up of Lok Ayukta or Uplokayukta

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46. DEPARTMENT OF WATER SUPPLY AND
SANITATION

1. Construction and maintenance of Public Health facilities in Government buildings.
2. Construction and maintenance of Public Health facilities in buildings on behalf of other Departments and acquisition of land for these facilities (water supply, sanitation and sewerage) in buildings or Projects where such acquisition is not covered by Buildings and Roads Branch.
3. Settlement of claims of contractors relating to such works.
4. Accelerated Rural Water Supply Programme and National Drinking Water Supply Technology Mission for rural areas.
5. Environmental Improvement Schemes and Low Cost Sanitation Programme in Scheduled Caste bastis.
6. Rural Water Supply Schemes.
7. Deposit works of local authorities and other public sector organizations in the areas of water supply, sanitation, storm water, sewerage disposal, drainage etc..
8. Investigation and surveying the water supply and sewerage requirements for rural areas.
9. Execution of Low Cost Sanitation works in rural areas.

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47. DEPARTMENT OF WELFARE OF SCHEDULED
CASTES AND BACKWARD CLASSES

1. Establishment of the Directorate of Scheduled Castes and Backward Classes.
2. All matters connected with the welfare, employment, socio- economic uplift and all measures and schemes designed for the promotion and development of Scheduled Castes, Backward classes and Vimukat Jatis including -
 - (a) consideration and implementation of the reports and recommendation of-
 - (i) the Commissioners, Commissions, Parliamentary Committees, Study Groups and other Committees of the Government of India; and
 - (ii) Vidhan Sabha Committees, High Powered Committes, Standing Committees and other Committees of the Government of Punjab on the welfare of Scheduled Castes, Scheduled Tribes and Backward Classes;
 - (b) consideration of the deliberations of the Central Advisory Board of the Government of India;
 - (c) revision of lists of Scheduled Castes, Scheduled Tribes and Backward classes; and
 - (d) work relating to State Advisory Committees, District Adhoc Committee and other such adhoc Recommendatory Committees.

3. Formulation and proper implementation of plan and non-plan schemes for the Welfare of Scheduled Castes, Backward Classes and Vimukat Jatis including-
 - (a) grant of subsidy for purchase of land, construction of houses, wells, drinking water facilities, purchase of poultry birds, pigs and milch cattle and the like;
 - (b) Establishment of community centres; and
 - (c) provision of interest-free loans.
4. Measures adopted to eradicate untouchability and administration of the protection of Civil Rights Act, 1955.
5. Preparation of special Component Plan and Plan and non-Plan budget in respect of Scheduled Castes, Backward Classes and Vimukat Jatis.
6. Formulation of policy and implementation of reservation in admission to technical training institutions, professional courses and matters relating thereto.
7. Formulation of policy and implementation of reservation in services at the time of recruitment, appointment and promotion for the members of Scheduled Castes, Scheduled Tribes and Backward Classes.
8. Coordination, supervision and direction of the implementation of schemes designed for the welfare of Scheduled Castes, Backward Classes and Vimukat Jatis by other Departments, namely, the Department of Education for Educational Concessions Schemes, the Department of Industrial Training for Industrial Training Schemes, the Department of Local Government, Housing and Urban Development for

improvement in living and working conditions of sweepers and scavengers etc..

9. All matters relating to the administration of -
 - (a) the Scheduled Castes Land Development and Finance Corporation Act, 1970; and
 - (b) the Punjab Backward Classes Land Development and Finance Corporation Act, 1976.

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48. DEPARTMENT OF DEVELOPMENT WOMEN AND CHILD

1. All matters relating to child welfare including;
 - a) recreating facilities through Holidays Homes, Day Camp,Teens Tour Programmers and Children Clubs;
 - b) Institutional and non-institutional services for the orphaned, illegitimate, unclaimed and destitute children through orphanages Bal Bhawans, foster -care and adoption services;
 - c) Integrated Child Development Services;
 - d) Crash Nutrition Progamme including Supplementary Nutrition;
 - e) Family and Child Welfare Projects;
 - f) National Children's Fund;
 - g) Institutional and non institutional Services under the juvenile justice Act. 1996;
 - h) All matters relating to the Administration of Child Marriage Restraint Act, 1929; and
 - i) Child budgeting.
2. All matters relating to Women including;
 - a) Welfare Extension Project for Women in rural areas;
 - b) Homes for widows and destitute women;
 - c) Hostels for working girls;
 - d) Nutrition and health services to the pregnant and lactating mothers;
 - e) Welfare measures for the women rescued from moral danger;

- f) Setting up Protective Homes under Suppression of Immoral Traffic in Women and Girls Act, 1956 and the matters connected thereto;
 - g) after care services for the discharge of Correctional and Non-correctional Institutions;
 - h) Anti dowry measures; and
 - i) Gender budgeting.
3. All matters relating to administration of the Punjab Women and Children Development and Welfare Corporation Act, 1979.
 4. All matters relating to Women Empowerment.
 5. Mahila Mandals.
 6. Planning research, evaluation, monitoring and establishment of production and training centers for women and children.
 7. Punjab State Commission for Women;
 8. All kinds of crimes against Women including;
 - (a) Violence against Women;
 - (b) Sexual harassment for women and;
 - (c) The Commission of Sati Prevention Act, 1987.
 9. All residual matters concerning the development of women and Children.

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