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RESTRUCTURING PANJAB SECRE

ABSTRACT

DRAFT REPORT

DEPARTMENT OF PERSONNEL

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
I.P. ESTATE, RING ROAD, NEW DELHI- 110 002**

ABSTRACT

INTRODUCTION

Department of Personnel deals with Personnel matters of Indian Administrative Services (IAS), Provincial Civil Service (PCS) and formulation and implementation of policies on Personnel matters of government Employees. It issues instructions to all the departments of the Punjab State government.

A. BROAD ORGANIZATION STRUCTURE

The department is headed by Chief Secretary and supported by Secretary Personnel, two Additional Secretaries and one Deputy Secretary.

The work of the department is conducted by ten branches: IAS Branch; PCS Branch; Personnel Policies-I (PP-I); Personnel Policies-II (PP-II); Personnel Policies- III (PP-III); Redeployment cell; Training, J.C.M., ASR branch and ASR cell as shown in figure I.

Apart from personnel department as such the department has three more units (1) PPSC (2) S.S.S. Board and (3) Mahatma Gandhi Institute of Public Administration.

IAS, PCS, PP-I, PP-III, ASR and Training branches are headed by Superintendent Grade-I and PP- II ASR cell and JCM branches are headed by Superintendent Grade- II with their respective supporting staff.

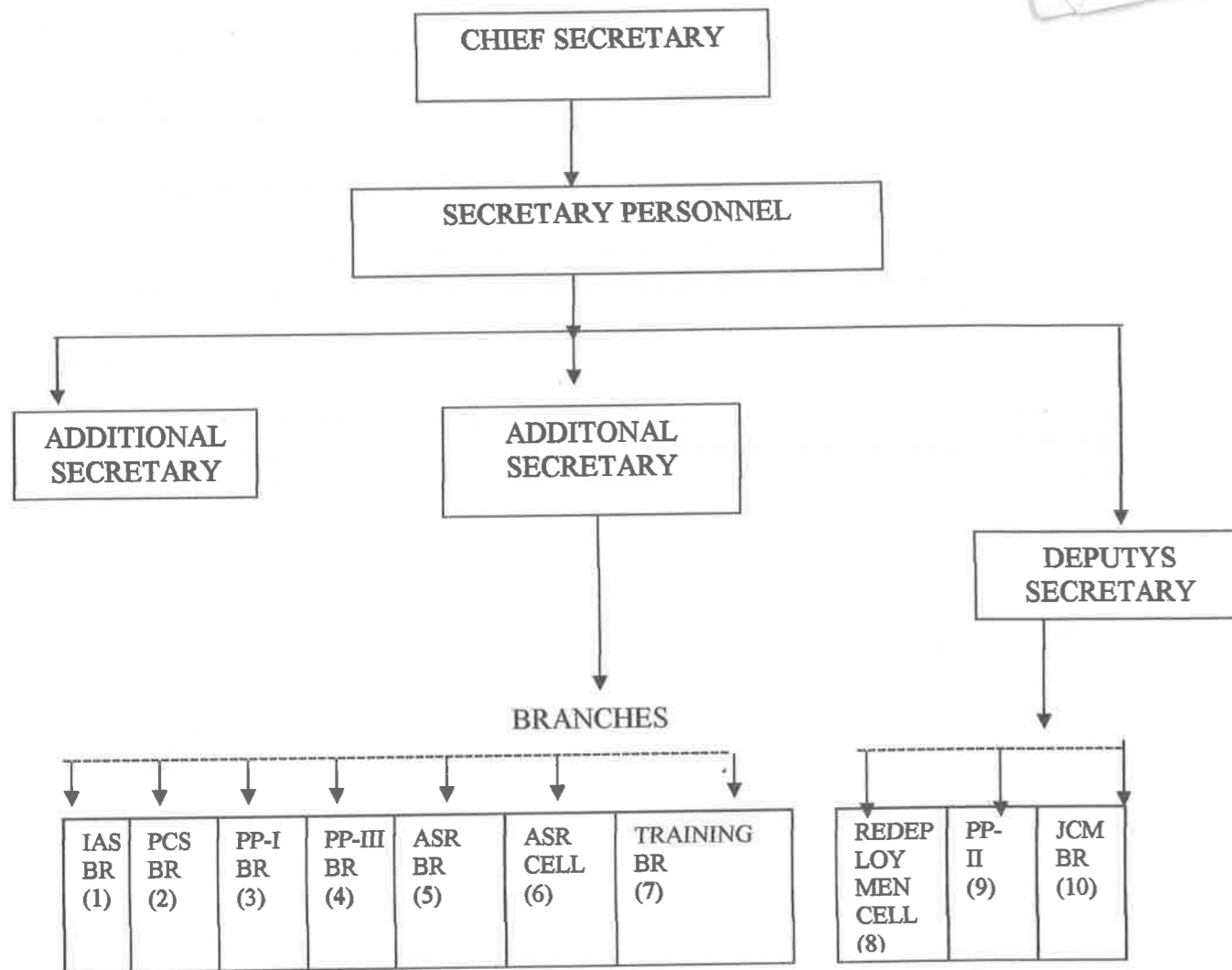
Each Branch is headed by superintendent Grade-I and has 5-7 Sr. Assistants except IAS branch having nine (9) Sr. Assistants, Two (2) Clerks, One Stenotypist and One Peon. Small Branches headed by Superintendent Grade II have three assistants, two clerks, one stenotypist and one peon.

B. MAJOR ACTIVITIES

From the "Allocation of Business Rules" the following major activities are identified and categorized as Maintenance of Services, Establishment Activities, Accounts and Formulation of Policies (for details see main report).

Figure-I

ORGANISATIONAL STRUCTURE



PERSONNEL DEPARTMENT

Task Uncertainty : Task is not very well defined.

Work flow uncertainty: There are possible blockages in the work flow because of the undefined nature of task.

D. PERCEPTION OF OFFICERS ABOUT DEPARTMENTAL FUNCTIONING

Positive perceptions about functioning of the department were reported by almost all senior officers. Delegation order of the department by and large ensures no serious bottlenecks in the work flow with almost right decision making. However Overloading on many positions were of serious concern of every one. Sitting late and work on holidays of dealing hands has been the common feature.

Communications are almost alright but provision for 'Computerization' would improve department functioning. Streaming of Typing and Dispatch work was reported by all. It was also reported that dealing of the subject matter must be handled by well educated and experienced staff and hence Training in office Procedures, Rules and Regulations was thought as essential for new assistants and officers.

E. PERCEPTION OF STAFF ABOUT DEPARTMENTAL FUNCTIONING

Almost similar binds of opinions were expressed by staff in all the branches. Almost all were found to be over worked primarily because of lack of supporting staff and wrong allocation of work. Most of them were happy about their work and inspite of 'Overloading' did not expect major reshuffling. They had the ardent feeling that they have acquired. 'On the job skills' over a period of time and would not like to be shifted to other jobs. We would appreciate if we could be given the supporting staff such as Clerks, Typist with some extra infrastructure support to decrease are overloading at our desks.

F. DATA COLLECTION

Data for internal restructuring with regards to work load assessment with specific reference to 'Overloading and Duplication of Tasks on various positions were collected through two questionnaires (see Annexure 1 and 2).

G. DATA ANALYSIS

Drawing upon the perception of senior officers and staff the quantum of the work load was assessed. The attempt was made to do marginal reshuffling of the tasks in each position to avoid resentment from the incumbent of the each position. It is an accepted fact that drastic changes in the work assignment are not appreciated and happily accepted by the 'Role incumbents'. It was therefore thought desirable to reallocate the tasks where ever Overloading and duplication has been reported. The aim was to restructure the task in a way that it releases the overload from the position and lead to enhanced efficiency.

All the changes or reallocation of tasks in each position have been done in the light of above considerations. For internal restructuring of branches, the work load assessment was carried out of supervisory position and upto the level of designated superintendent Grade II/ Sr. Assistant/Assistant only. The job descriptions were thoroughly analysed as Service related Tasks (SER) having routine nature with low to average information requirements and skills, Establishment related tasks (EST) more or less routine from average to high information requirement and Skills and litigation tasks (LIT) as non-routine with high information requirements and Skills. Certain changes have been suggested keeping in view the uniformity of the workload to a great extent at each position with minor reshuffling of task wherever required. Attempt was made to reallocate 'Service related' tasks more as they have low information requirements and skills. The position having litigation related tasks have been given one tasks less than others.

Data was also analysed with regards to Computerization, Rules/Procedures, Movement of Files/Single file system and Recommendation have been given.

Drawing upon the data from various branches it was found that overloading in many branches and on many positions including the supervisory position was the major impediment in efficiency. Too many multiple jobs, Court cases, lack of sufficient supporting staff and large target population to handle were the main reasons of overloading. Accordingly new job descriptions were suggested for all branches. Bifurcation has been recommended for IAS branches as IAS-I and IAS-II. Redeployment cell and JCM branch have been recommended for merger as one independent branch headed by Superintendent Grade-I. Suggested Manpower requirement are 2 Superintendent Grade-I, 1 Superintendent Grade-II, one assistant, 2 Clerks and one peon needed for branches either bifurcated or amalgamated. The surplus man power resulting after reallocation bifurcation of IAS and merger of Redeployment Cell and JCM branches are 3 Superintendent Grade-II, One Assistant, 2 Clerks and one peon as mentioned later.

By and large all employees at different levels perceived rules as obsolete, rigorous and too many to handle. Therefore certain rules have been recommended for amendments (as mentioned later).

Computerization was felt necessary by all. It was recommended that various policies rules instructions should be brought on Internet to enable quick and correct disposal of cases. Apart from that service data of all employees need to be computerized (as mentioned later).

Training was a weak area, almost all felt they need training in their respective jobs. Similarly, recommendations have been given for movement of files (as mentioned later).

H. RECOMMENDATIONS

1. INTERNAL RESTRUCTURING OF BRANCHES

A. NEW ROLE DISCRIPTIONS

A.1. IAS BRANCH

SUPERVISORY POSITION : Superintendent Grade-I
Overall Supervision of Branch

POSITION NO-1: Sr. Assistant

S. NO. TASKS

1. Incentive to IAS officer for learning other languages.
2. Inter cadre Transfer/Short term deputation of IAS officers from other states.
3. Kapur Case.
4. Change of Home district of IAS officer.
5. Inquiries complaints against IAS/Disciplinary proceedings.
- * Statements written in bold are the new ones which are added to the job description things reallocation of work.
6. *Notification regarding retirement of IAS officer.**
7. *Maintenance and circulation of list of Administrative Secretaries HOD's.*

POSITION NO-2: Sr. Assistant

S.NO. TASKS

1. Property Returns of IAS officers and grant of permission to them for purchase/sale of moveable/ Immovable properties.
2. Permission to IAS officer under various conduct rules.
3. Confirmation of IAS officers in Junior/Senior scales.
4. Examine promotion cases pertaining to senior time scale/Jr. Ad Grade/Selection Grade.
5. Requisition received from central ministry and foreign countries for recommending names of IAS officers for the post of experts and advisers.
6. Litigation arising out of above matters.

POSITION NO-3: Sr. Assistant

S.NO. TASKS

1. Maintaining History sheets of IAS and PCS officers.
2. Postings and Transfers of IAS/PCS officers.
3. Central deputation to GOI.

* Tasks written in bold and Italics are the new additions in the job descriptions.

4. Printing and distribution of Gradation lists in English Concerning IAS/PCS officers.
5. Conferment of Powers on IAS/PCS officers.
6. Conferment of ex-officio secretarial status on non secretariat officers.
7. *Retention of IAS officer beyond the age of 50 years.*

POSITION NO-4: Sr. Assistant

S.NO. TASKS

1. IAS cadre fixation and review after 5 years.
2. Preparation of half yearly IAS cadre returns to be forwarded to GOI.
3. Creation/Continuation/abolition of cadre posts in IAS including issue of sanction regarding their equivalence with cadre posts, wherever necessary.
4. *Grant of special Increment of incentive for under going family welfare operation.*
5. *Dual charge allowance to IAS officer including grant of fee/honorarium.*
6. *Commercial Employment after retirement to IAS officer.*
7. *Circulation of requisitions received from GOI for recommending names of IAS officers.*

POSITION NO-5: Superintendent Gr.-II Designated

S.NO. TASKS

1. Confidential Reports of PCS officers.
2. Maintenance of CR Dossiers of PCS officers.
3. Preparation of summaries of CRS of PCS officers.
4. Preparation of Select list of PCS/Non PCS officers for appointment to IAS.
5. Representations against adverse remarks of PCS officers.
6. *Change of Name of IAS officers.*

POSITION NO-6: Sr. Assistant

S.NO. TASKS

1. Confidential reports of IAS officers.
2. Maintenance of CR-Dossiers of IAS officers.
3. Preparation of summaries of CRs of IAS officers.
4. Representation against adverse remarks of IAS officers.
5. *Government Employee, Group Insurance Scheme, 1980, 1982 pertaining to IAS.*
6. *Grant of Permission to IAS officer for tour abroad.*

POSITION NO-7: Sr. Assistant-(Superintendent Gr.-II Designated)

S.NO. TASKS

1. Promotion of selection Grade IAS officers to supertime scale of the IAS and the promotion in the scale of 22400, 24500.
2. Recruitment of IAS officer.
3. Appointment of SCs/Non SCs officers borne on Select list of IAS.
4. Promotion of PCS officers to IAS.

5. Amendment to rules and regulations concerning IAS and other All India Services.
6. Seniority disputes and court cases.

POSITION NO-8: Sr. Assistant- Superintendent Gr.-II

S.NO. TASKS

1. Finalization of 'Terms and Conditions' of deputation of IAS officers appointed as MD's of various Corporation/Boards under the State and Central Government and from one State to another State.
2. Grant of leave to IAS officers.
3. Regularization of compulsory waiting period.
4. All references relating to LTCs of IAS officer.
5. Acceptance of surety Bonds for obtaining advances/Loans by IAS officers.
6. *Grant of No objection certificate to IAS officer for obtaining passport and issue of domicile Certificate.*
7. *Grant of permission to IAS officer to travel beyond jurisdiction.*

POSITION NO-9: Sr. Assistant

S.NO. TASKS

1. Counting of Past service of IAS officers for grant of Pensionary benefits
2. Summons in respect of IAS officers
3. Supply of information for Civil list of IAS officers
4. Grant of casual leave to divisional commissioner Financial Commissioner/ Administrative Secretaries and maintenance of leave account there of.
5. All references pertaining to Medical attendance rules.
6. Investigation of Time barred claims of IAS officers.
7. Maintenance of Personnel Record files of IAS.

A.2. PCS BRANCH

POSITION NO-1: Sr. Assistant(Supdt. Gr- II)

S.NO. TASKS

1. Complaints against P.C.S. officers bearing names beginning from K to Z as printed in the Gradation list from time to time .
2. Grant of sanctions to officers mentioned at Sr.No.(1) above to defend the cases in the courts on public expenses.
3. Grant of permission to P.C.S officers to undertake employment after retirement.
4. *Probation and confirmation of all PCS officers.*
5. *Cases relating to change of date of birth of PCS officers*
6. *Grant of dual change allowance, honorarium and fees to PCS officers.*

POSITION NO-2: Sr.Assistant

S.NO. TASKS

1. Recruitment to P.C.S. (E.B.) from Register A-I, A-II, A-III and 'C'.
2. Departmental Examination-All matters concerning therewith.
3. Grant of selection Grade to P.C.S. officers

4. *Demands of PCS (E.B) Officers associations and allied matters connected therewith.*
5. *Retirement of PCS officers – Insurance of notifications etc.*
6. *Verification of surety bonds executed by PCS officers*
7. *Government Employees, Group Insurance scheme 1980 and 1982 pertaining to PCS officers.*
8. *Circulars.*

POSITION NO-3: Sr.Assistant

S.NO. TASKS

1. Complaints against P.C.S. officers bearing names beginning from A to J as printed in the Gradation list from time to time.
2. Grant of sanction to officers mentioned at Sr. No. (i) to defend the cases in the courts on public expenses.
3. Conveying approval to the officers going abroad for promotion of official business
4. Sanction for the payment of cash equivalent of leave salary of unutilized earned leave.
5. All references pertaining to Medical Attendance Rules.
6. Audit objections in respect of P.C.S. officers.
7. Investigation of time barred claims of P.C.S. officers.

POSITION NO-4: Sr.Assistant/Superintendent Gr. II

S.NO. TASKS

1. Maintenance and scrutiny of property returns in respect of all P.C.S. officers.
2. Forwarding of applications of P.C.S. officers for higher jobs/Studies.
3. Grant of permission to P.C.S. officers for:-
 - a) Radio Broadcast
 - b) Television Interview
 - c) Publishing articles in journals and News papers receiving remuneration therefor; and
 - d) higher studies
4. Legislative Business (including Assembly questions/Parliament questions/call attention notices assurances)
5. Issue of certificates on the surety bound in the loan cases in respect of all the P.C.S. officers.
6. Misc. work of P.C.S. Branch i.e. standing orders late comers statements etc. and grant of earned leave to Branch members etc.
7. Grant of all kind of leave to the P.C.S. officers including L.T.C.
8. Maintenance of Personnel files of all PCS officers.

POSITION NO-5: Sr.Assistant

S.NO. TASKS

1. Recruitment to the P.C.S. (E.B.) from register 'B' (direct recruitment) and the litigation arising there from
2. Verification of Character and Antecedents of all P.C.S. officers.

3. Fixation of seniority of P.C.S. officers and the litigation arising therefrom.
4. All litigation cases relating to recruitment of P.C.S. officers from Register A-1, A-II, A-III and Register 'C'.
5. P.C.S. (E.B.) cadre, creation/continuance/abolition/sanction of posts of the P.C.S. (E.B.) cadre.
6. Cases relating to grant of military and other service benefits to P.C.S. officers.

POSITION NO-6: Sr.Assistant Superintendent Gr. II

S.NO. TASKS

1. Summons in respect of P.C.S. Officers.
2. Retention of P.C.S. Officers beyond the age 50/55 years or after completion of 25 years of qualifying service examination of cases in terms of Punjab civil service premature retirement rules, 1975 and instructions issued from time to time
3. Revision of P.C.S. (E.B.) (Class-I) Rules, 1976 and Demobilised Indian Armed Forces Personnel Reservation of vacancies in the Punjab Civil Service (E.B.) Rules, 1972.
4. Placement of P.C.S. Officers after 4/9/14 years service.
5. Redesignation of P.C.S. Officers on completion of 8 and 12/18 years.
6. Change of Home Districts of P.C.S. Officers.
7. Grant of 'No objection Certificate' to P.C.S. Officers for getting passport.
8. Grant of honorarium for dual charge

A.3. PERSONNEL POLICIES-I BRANCH

SUPERVISORY POSITION :Superintendent Grade – I

Overall supervision of the branch.

POSITION NO-1: Sr.Assistant

S.NO. TASKS

1. Formulation of policy regarding general service matters such as:-
 - a) Probation
 - b) Confirmation
2. Formulation, amendment and interpretation of the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961.
3. Formulation, amendment and interpretation of the Punjab civil services (Confidential Roles) Rules regarding confidential reports issue of instructions etc.
4. Formulation amendment and interpretation of PCS Policy regarding C.R.'S.
5. Policy regarding conversion of temporary posts/departments into permanent ones.
6. Assistant Grade Exam.

POSITION NO-2: Sr.Assistant

S.NO. TASKS

1. Policy regarding Financial Assistance /Ex-gratia Grants to Terrorists victims.

2. Priority list of various categories of persons for employment in State Services.
3. *Policy regarding Medical Certificate of fitness of first entry into Government Service.*
4. *Policy regarding Classification of service and declaration of posts as gazetted non-gazatted.*
5. *Policy regarding Compilation of instructions issued from time to time on service matters.*

POSITION NO-3: Sr.Assistant

S.NO. TASKS

1. All reference regarding the procedure to be followed in cases, where the turn of an officer, whose conduct is subject to enquiry comes for retirement, promotion to higher posts
2. All references regarding the procedure to be followed in cases where officers/officials returns to duty after serious illness.
3. Formulation, amendment and interpretation of Punjab Civil Services (Appointments by promotion) Rules, 1962.
4. Proposal regarding extension/declaration of posts of Heads of Departments.
5. Proposal regarding appointment/confirmation of Heads of Deptts.

POSITION NO-4: Sr. Assistant

S.NO. TASKS

1. Formulation of policy regarding General Services matters Reemployment
2. *Policy for Refusal of leave preparatory to retirement*
3. *Policy for Cut in Pension*
4. *Oath of allegiance to the constitution.*
5. *Policy for Scrutiny of Class-I and Class-II service Rules framed by various Departments.*
6. Policy regarding Representations and Memorials.

POSITION NO-5: Superintendent Gr.- II

S.NO. TASKS

1. Policy regarding crossing of Efficiency Bar/Prop.
2. Policy on recruitment to State Services.
3. *Formulation of Policy regarding Seniority*
4. *Formulation of policy regarding Promotion*
5. *Extension in Service*
6. *Policy for Verification of Character and antecedents before joining Government service.*

A.4. PERSONNEL POLICIES-II BRANCH

SUPERVISORY POSITION: Superintendent Grade-I

Overall supervision of branch

POSITION NO-1: Sr. Assistant

S.NO.	TASKS
1	Policy regarding posting and transfers including departmental transfers under rule 3.17 of Punjab Civil Services Rules Vol.1, Part-I.
2.	Policy regarding Resignation/Termination of services of Govt. Employees
3.	Forwarding of applications of Employees seeking private employment in other Departments of Punjab Government or other Governments.
4	Fixation of Joining time in cases of candidates recommended by the Public services commission, S.S.G. Board or other recruiting agencies.
5	All meetings of C.M./Administrative secretaries etc.
6.	Misc. work including coordination work of Personnel Policies/I and II Branches.

POSITION NO-2: Sr. Assistant

S.NO.	TASKS
1.	Formulation, amendment and interpretation of Punjab Civil Services (Publishment and Appeals) rules, 1970 and ii) Removal Dismissal and prosecution of Government employees from services: iii) Suspension-Speedy disposal of cases.
2.	formulation of Policy on the following matters:- i) Departmental enquires:
3.	Policy regarding Removal Dismissal and prosecution of Government employees from services:
4.	Policy regarding Suspension-Speedy disposal of cases
5.	Formulation, amendment and interpretation of the Government Employees conduct Rules, 1966
6.	Formulation of policy on matters covered there under above.
7.	Formulation, amendment, interpretation of Punjab Civil (Premature Retirement) Rules, 1975.

POSITION NO-3: Sr. Assistant

S.NO.	TASKS
1.	Policy regarding promotion of Class-IV employees to Class-III posts;
2.	Policy regarding Nationality and domicile of candidates for Government service.
3.	Policy regarding Proficiency in type test.
4.	Coordinating machinery to tackle the management problems of corporate Bodies-Policy regarding Personnel matters of statutory bodies of state-appointment of chairman/Managing Directors of the Public Sector under taking corporate Bodies of the State.
5.	Age of retirement on Superannuation
6.	Matters regarding Administrative Tribunal

POSITION NO-4 (FROM PP-III BRNCH): Sr. Assistant

- | S.NO. | TASKS |
|--------------|---|
| 1. | <i>Regularisation of Class III and Class IV adhoc employees and clarification regarding regularization.</i> |
| 2. | <i>Ban on recruitment and relaxation of Ban.</i> |
| 3. | <i>Advice involving fresh interpretation of rules/instructions.</i> |
| 4. | <i>Advice basis on approved Government Policy precedents/previous decisions.</i> |
| 5. | <i>Framing/amendment of Class III and Class IV Service Rules of Personnel and Administrative Reforms.</i> |
| 6. | <i>Amendment of C.S.R. -offering comments of the Department of Personnel and Administrative Reforms.</i> |

POSITION NO-5 (FROM PP-III BRACNH): Sr. Assistant

- | S.NO. | TASKS |
|--------------|---|
| 1. | <i>Policy regarding change in the Date of birth of Government Employees.</i> |
| 2. | <i>Policy regarding change in the name of Government employees.</i> |
| 3. | <i>Deputation of Government Officers-Extension in period and modification of the terms of deputation etc.</i> |
| 4. | <i>Foreign assignments relating to the sending of Government employees on deputation abroad including registration in the Panel with the Government of India.</i> |
| 5. | <i>Advance increments to Government employees.</i> |
| 6. | <i>Grant of cash awards and incentive to the Government employees.</i> |

A.5. PERSONNEL POLICIES-III BRANCH

SUPERVISORY POSITION: Superintendent Grade-I

Overall supervision of branch

POSITION NO-1: Sr. Assistant

- | S.NO. | TASKS |
|--------------|---|
| 1. | Advice of the Department of Personnel and Administrative reforms on cases concerning taking the posts out of the purview of the S.S.S. Board/ Departmental Selection Committee. |
| 2. | Grant of Casual leave to the chairman of the S.S.S. Board |
| 3. | Grant of earned leave to the Chairman and Members of the S.S.S. Board:
i) Upto 30 days
ii) Exceeding 30 days. |
| 4. | Appointment of the Chairman and Members of the S.S.S. Board |
| 5. | Advice of the Department of Personnel and Administrative Reforms on cases concerning difference of opinion between P.P.S.C. and the A.D., |
| 6. | Any type of advice to be given to the A.D. relating to cases of P.P.S.C. |
| 7. | Amendment to P.P.S.C. (Limitation of Functions), 1955 regulation. |

POSITION NO-2: Sr. Assistant

S.NO. TASKS

1. Appointment of Chairman and Members of Punjab Public Service Commission.
2. Amendment to Punjab State Public Service Commission (Conditions of Service) Regulations, 1985.
3. Fixation of Pay of chairman /Members of the Routine P.P.S.C.
4. Facilities to the chairman /Members of the P.P.S.C.
5. All cases relating to the allocation of candidates of P.C.S.(EB) and Allied Services Examination.
6. Misc. references from the Punjab Public Service Commission not involving change in the Policy of the Government Annual Administration Report of the P.P.S.C.
7. *Constitution of Committee for Removal of Anomalies.*

POSITION NO-3: Sr. Assistant

S.NO. TASKS

1. Allotment of Government residential Accommodation
2. Regularisation of un-authorized occupation etc. (within the prescribed policy)
3. Allotment of State Government houses to Central Government Officers, holding key posts in the State-approval of.
4. Rules for the allotment of Government Houses-Policy.
5. Establishment matters of Punjab Public Service Commission except concerning Chairman/Members.
6. All Developmental Schemes of P.P.S.C.
7. *Constitution of Pay Commission for the revision of Pay scales of state Employees.*

POSITION NO-4 (NEW POSITION): Sr. Assistant/Assistant

S.NO. TASKS

1. *All budgetary matters relating to the S.S.S. Board.*
2. *Grant of loans and advances to the chairman and Member of the Punjab Public Service Commission*
3. *Re-imbusement of medical Charges to the chairman and Members of the Punjab Public Service Commission.*
4. *Grant of pension to the retired chairman and Members of the Punjab Public Service Commission.*
5. *All Budgetary matters relating to the Punjab Public Service Commission.*
6. *Constitution of Departmental Selection committee*
7. *Miscellaneous references/circulars*

POSITION NO-5: Sr. Assistant

S.NO. TASKS

1. Policy regarding holidays, working hours, casual/special casual leave and general leave.
2. Grant of ex-gratia

3. All matters covered under policy relating to ex-gratia grant of and other facilities for families of Government employees who die while in service.
4. Policy regarding Grant of ex-gratia grant and other facilities to the dependents of deceased Government employees-
5. Service History of Gazetted Officers.
6. Cases of Writ Petition against Punjab Public Service Commission.
7. Extension in adhoc services of Class I & II.

A.6. REDEPLOYMENT CELL

SUPERVISORY POSITION :Superintendent Gr.-II

Overall Supervision of cell.

POSITION NO-1: Sr. Assistant

S.NO. TASK

1. Adjustment of surplus employees of Board/Corporation.
2. Court cases related to above.
3. Miscellaneous work and coordination of work related to Punjab Vidhan Sabha Assembly.

POSITION NO-2: Sr. Assistant

S.NO. TASKS

1. Adjustment of Surplus Employees of Punjab Government.
2. Issue of No Objection Certificate to fill up vacant posts in different departments.
3. Court cases related to adjustment of surplus employees.

POSITION NO-3: Sr. Assistant

S.NO. TASKS

1. Compassionate appointments to the dependents of Punjab Government deceased employees.
2. Court cases related to above.
3. *Collection of information regarding vacant posts from different departments.*

A.7. JCM BRANCH

SUPERVISORY POSITION :Superintendent Gr.-I

Overall supervision of this branch

POSITION NO-1: Sr. Assistant

S.NO. TASKS

1. The matters relating to joint consultative Machinery.
2. *The matters concerning meeting of organization of class III employees except Punjab State Ministerial Service Union.*
3. Miscellaneous work of branch.

POSITION NO-2: Sr. Assistant

S.NO. TASKS

1. The matters concerning Punjab State Ministerial Service Union.
2. Matters related to organization of class IV employees.
3. Matters related to other District Rural Organization.
4. Matters related to demands of Drivers.
5. Matters related to demand of Junior Engineers.

POSITION NO-3 - SURPLUS

A.8. ASR BRANCH

SUPERVISORY POSITION : Superintendent Gr.-I

Overall Supervision of the Branch.

POSITION NO-1: Sr. Assistant

S.NO. TASK

1. Issuance of Salary slips, authorizing Pay and allowances
2. Maintenance of 'Service book' leave Accounts and Service verification etc. of IAS officers from Alphabet A-I
3. All correspondence and completion of record relating to leave salary and pension contribution of IAS officers who remain/remained on deputation.

POSITION NO-2: Sr. Assistant

S.NO. TASK

1. Issuance of Salary slips, authorizing Pay and allowances
2. Maintenance of 'Service book' leave Accounts and Service verification etc. of IAS officers from alphabet Q to R.
3. All correspondence and completion of records relating to leave Salary and Pension contribution of IAS officers who remain/remained on deputation.

POSITION NO.3: Sr. Assistant

S.NO. TASK

1. Issuance of Salary slips, authorizing Pay and allowances
2. Maintenance of service book, leave Accounts and Service verification etc. of IAS officers from alphabets S to Z.
3. All correspondence and completion of record relating to leave Salary and Pension contribution of IAS officers who remain/remained on deputation of alphabets S to Z.
4. Medical Bills of IAS/PCS officers
5. All Miscellaneous, Circulations and coordination work of ASR Branch

POSITION NO-4: Sr. Assistant

S.NO. TASK

1. Issuance of Salary slips, authorizing Pay and allowances

2. Maintenance of Service book/ leave Accounts and Service verification etc. of PCS officers alphabets A to M.
3. All correspondence and completion of records relating to leave Salary and Pension contribution of PCS officers who remain/remained on deputation.

POSITION NO-5: Sr. Assistant

S.NO. TASK

1. Issuance of Salary slips, authorizing Pay and allowances
2. Maintenance of Service book leave Accounts and Service verification etc. of PCS officers from alphabets N to Z.
3. All correspondence and completion of record relating to leave Salary and Pension contribution of PCS officers who remain/remained on deputation.

A.9. ASR CELL

SUPERVISORY POSITION: Accounts Officer

Overall Supervision of the Cell.

POSITION NO-1: Accounts Officer

S.NO. TASKS

1. Pay fixation of IAS/PCS Officers.
2. Sanction Loans and Advances of IAS/PCS officers (Housing and other)
3. Sanction advance Loans from GPF funds.

POSITION NO-2: Section Officer

S.NO. TASKS

1. Fixation of Pay of IAS/PCS officers.
2. Sanction Loans and Advances.
3. Reimbursement of LTC

POSITION NO-3: Superintendent Grade-II/ Sr. Assistant

S.NO. TASKS

1. Matters related to GPF of IAS/PCS officers
2. Issue of GPF statement of IAS/PCS officers (700 others)
3. *Open new GPF Accounts of IAS/PCS officers*

POSITION NO-4: Sr. Assistant

S.NO. TASKS

1. Maintenance of GPF Accounts IAS/PCS officers
2. Settlements of missing credits of GPF Accounts
3. Final Payment of GPF of IAS/PCS officers

A.10. TRAINING BRANCH

SUPERVISORY POSITION

Overall supervision of this branch

POSITION NO-1: Sr. Assistants

- | S.NO. | TASKS |
|-------|--|
| 1. | Circulation of course contents of training courses/programmes seminars/conferences abroad received from the Government of India and nomination of IAS/PCS officers abroad. |
| 2. | Approval regarding nomination of Departmental officers/officials for training courses/programmes/seminars etc. abroad. |
| 3. | Supervision of work of type/dispatch section of Personnel Department attached to this Branch. |
| 4. | <i>Standing order of training branch.</i> |
| 5. | <i>Circulars etc.</i> |

POSITION NO-2: Sr. Assistant

- | S.NO. | TASKS |
|-------|---|
| 1. | Issue of Instructions/advice regarding training policy. |
| 2. | One week compulsory training of IAS officers. |
| 3. | Three week compulsory training of IAS officers. |
| 4. | Training of IAS officers promoted or on select list to be conducted by the Lal Bahadur Shastri National Academy of Administration, Mussoorie. |
| 5. | Training Programme of Policy Department within India. |

POSITION NO-3: Sr. Assistant

- | S.NO. | TASKS |
|-------|--|
| 1. | Appointment of Director/Executive Director/Deputy Director PSIPA. |
| 2. | Appointment of Members of Executive Committee/General Council of PSIPA. |
| 3. | Approval of bye-laws i.e. service bye-laws/GPF bye-laws/ Financial bye-law, etc. of PSIPA. |
| 4. | Examination of activities/reports received from PSIPA. |
| 5. | Audit objections pertaining to PSIPA. |
| 6. | Training Programmes of Departments under F.C. Office within India. |

POSITION NO-4: Sr. Assistant

- | S.NO. | TASKS |
|-------|--|
| 1. | Circulation of course contents of training courses/programmes workshop/conference etc. received from Government of India. Nominations of IAS/PCS officers within India (including one week/three week training programmes) |
| 2. | Grant of special allowance in lieu of daily allowance. |
| 3. | Provision of Budget regarding IAS/PCS officers training. |
| 4. | Membership of Administrative staff college of India, Hyderabad. |
| 5. | <i>Budget of PSIPA.</i> |
| 6. | <i>Any other work assigned by officers.</i> |

POSITION NO-5;Sr. Assistant

- | S.NO. | TASKS |
|-------|--|
| 1. | Circulation of course contents received from various Private Institutions for training programme etc. |
| 2. | Training of Indian Foreign service probationers/India Economics Service Probationers/Control Secretariat Services Officers deputed by the Government of India to the Punjab State for District Training. |
| 3. | Visit of the team of senior Officers of Armed Forces/Civil Services from the Defence college of India, New Delhi. |
| 4. | Maintenance of record of various training courses programmes seminars/conferences attended by the IAS/PCS officers. |
| 5. | Assembly/Parliamentary questions |
| 6. | Training programme of Departments under Punjab Civil Secretariat within India. |

B. BIFURCATION**IAS BRANCH**

1. IAS branch can be bifurcated as IAS I and IAS II.

IAS-I		IAS-II	
Superintendent Gr.-I	-1	Superintendent Grade- II	-1
Sr.Assistant/Assistants	-5	Sr. Assistant/Assistants	-4
Clerks	-2	Clerks	-2
Peon	-1	Peon	-1

2. Extra Manpower needed are:-
 1 One Superintendent Grade-II
 2 Two clerks

C. AMMALGAMATION OF BRANCHES

Combination of these two small units Redeployment Cell and JCM Branch will lead to full fledged branch headed by Superintendent Grade-I.

REDEPLOYMENT CELL		JCM BRANCH	
Superintendent Grade-II	1	Superintendent Grade-II	1
Sr. Assistants	3	Sr. Assistant	3
Clerks	2	Clerks	2
Steno	1	Steno	1
Peon	1	Peon	1

Full fledged branch		
Superintendent Grade-1		1
Senior Assistant		5
Steno		1
Clerk		2
Peon		1

D. MANPOWER REQUIREMENTS/OTHER RECOMMENDATIONS

D.1. Manpower Needed

a) IAS Branch

Superintendent Grade-II	1
Clerks	2
Peon	1

b) Personnel Policies Branch -II

Superintendent Grade-I instead of Superintendent Grade-II

c) Personnel Polices Branch-III

One Assistant

d) Redeployment Cell and JCM Branch

Superintendent Grade-I

D.2. Surplus Manpower

- 1 Superintendent Grade-II (from PP-II)
- 2 Superintendent Grade-II (from JCM and Redeployment Cell)
- 1 Sr. Assistant (from JCM)
- 2 Clerks (from either JCM or Redeployment Cell)
- 1 Peon (from either JCM or Redeployment Cell)

D.3. Other Recommendations

- 1. Some legal assistance to all Sr. Assistants handling Court Cases.
- 2. Post of Record Keeper or any other supporting staff to all if possible.

2. RULES:

(See Annexure 12 for details)

- 1. Amendments are needed in the following 'Rules'; Conduct rules; Rule regarding ASR's; All India Services Medical attendance Rules; Punjab Civil Service (Executive) Rules 1976; Punjab Civil Service Punishment and Appeal Rules 1972; Promotion rules 1962; Assistant Grade Examination Rules 1984; Appointment, Service conditions and qualifications rule 1963 and 1976; rules for TA, HRA and CCA and Punjab Civil Service Pay and Pension Rules.

2. A committee comprising of HOD's and also some representative of staff who deal with rules needs to be constituted to critically access and accordingly, make necessary amendments in the rules at the earliest.
3. Rules need amendment from time to time according to change in policy and court decisions.

3. MOVEMENT OF FILES:

1. There should not be more than three levels.
2. Cases initiated at the Assistant level should only go up to concerned branch officer.
3. Case initiated at Superintendent level should go up to Secretary level.
4. Case initiated at branch officer can go upto Chief Sec/Minister level.
5. Routine matters can be decided at branch officer level, all others matters should reach upto higher levels.

Single File System

6. Single File System (SFS) need to be introduced in phases.
Staff members can be trained in computers in one year Commencing from the data of implementation.
7. SFS can be introduced the next year with check/controls at three levels.

4. TRAINING

1. All The supporting staffs must be properly trained in their respective fields.
2. The person who is dealing with litigation issues must be provided some sort of legal training.
3. For the operation and maintenance of computers proper technical knowledge can be provided to some selected staff through training.

5. COMPUTERIZATION

1. All Rules, Regulations, Acts, Policies should be computerized and put on Internet.
2. Two years back data of each file should be entered into computers. Rest of the files can be put in Archives.
3. Full Files of 'Desiplinary cases' should be entered into computers.
4. Each section/ branch should have at least two computers and printers.
5. Section staff needs to be provided extensive training (one to two months) in Computers.
6. Some incentives can be given to staff of the branch to enter the data in computers and as well as to undertake training in computers (In the long run it will be cost effective, if we have to get it done by market).

6. OTHER RECOMMENDATIONS

1. A consolidated booklet on all the circulars/ Notifications /and Advices issued by the F.D/P.P/A.D. needs to be issued weekly to enhance efficiency of administration.
2. More photocopiers need to be provided to all the branches.