

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(Punjab State Planning Board)  
Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

**Right to Information Act**

**3<sup>rd</sup> Manual : Procedure followed in decision making**

- *Process of decision making*
  - *Final decision making authority*
  - *Related provisions, acts, rules etc.*
  - *Time limit for taking a decision, if any*
  - *Channels of supervision and accountability*
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1. This Office has no public dealing. It deals with all the Administrative Departments concerned with plan formulation. The cases/PUCs. relating to Planning work are initiated by Assistant Research Officers/Research Officers and submitted to Deputy Directors and further to Directors which are disposed of at the level of Special Secretary Planning, Secretary Planning, Minister-Incharge and Chief Minister as per standing orders dated 29-5-2007 (Annexure-I).

2. In the Establishment and Accounts Branch the PUCs/files or proposals are initiated by Clerks/Dealing Assistants with reference to the relevant rules/instructions framed/issued by the Department/Government on the subject from time to time and submitted to branch Incharge i.e. Planning Officer/Section Officer(Accounts) in the ministerial side and the files are disposed off at the level of Head of the office, Head of the Department, Administrative Secretaries and Minister-in-Charge as per Standing orders dated 29-5-2007 which are attached herewith.

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(PLANNING BRANCH)

**STANDING ORDER**

In pursuance of the provisions of Rules 18,19 and 28 (I) of the Rules of Business of the Government of Punjab, 1992 as framed vide Punjab Government Order No. 15/1/92-GC(2)/3214, dated 25<sup>th</sup> February, 1992 (as amended up to 28<sup>th</sup> February, 2005) and in super-session of the previous standing orders issued vide No. 12/30/90-5P/802-807, dated 06.05.2002 and No.12/30/90-5P/2215-2220 dated 10.11.2004 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I and Annexure 1-A (as per provision of Rule 28(1) *ibid*) shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister-in charge of the Department) for passing orders and the cases mentioned in Annexure-III shall be submitted to the Financial Commissioner/Principal Secretary/Secretary to the Government of Punjab, Department of Planning. The cases mentioned in Annexure-IV shall be disposed of by the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Department of Planning.

2. During my absence from the headquarter, case of immediate nature, which are required to be disposed of at my level, decision on which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall be disposed of by the Secretary in charge of the Department of Planning. However, such cases shall be shown to me on my return to headquarter.

3. Cases, which are not covered/mentioned in Annexure I, II, III, IV and V shall be disposed of as per Rules of Business *ibid*.

4. This delegation will be subject to the overall control and directions of the undersigned.

Dated, Chandigarh, the  
25 5 2007

Manpreet Singh Badal  
Finance & Planning Minister, Punjab

No. 12/30/90-5P/ 597 601

Dated, Chandigarh, the 29 5 07

A copy is forwarded for information to the:-

1. Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab (8 copies).
3. Secretary to Govt. of Punjab, Department of General Administration (in Coordination Branch) w.r.t.I.D.No. 15/4/95 GC(2)/3850, dated 18.3.2002.
4. Special Secretary to Finance Minister, Punjab.
5. Secretary to Chief Secretary.

Special Secretary Planning

No. 12/30/90-5P/ 602 606

Dated, Chandigarh, the 29 5 07

A copy is forwarded to the :-

1. PS/Secretary Planning, Punjab.
2. PA/ Special Secretary Planning, Punjab
3. The Economic Adviser to Govt. of Punjab.
4. Director (Administration), Punjab State Planning Board.
5. Superintendent of Planning Branch.

Special Secretary Planning

## **ANNEXURE-I**

List of cases to be submitted to the Chief Minister, Punjab for passing orders (as per provisions of Rule 28 (I) of the Rules of Business of the Government of Punjab, 1992, amended vide orders No. 15/1/95-GC(2)21008, date 24.11.1992).

- 1) Constitution of District Planning Boards/Committees.
- 2) All personnel matters regarding promotion, postings, transfers and Punishment of the level of Directors and above.
- 3) Deputation/Foreign training of Group 'A' Officers to Government of India of any other Organization.

## ANNEXURE I-A

List of cases to be submitted to the Chief Minister, Punjab for passing orders as per provisions of Rule 28 (I) of the Rules of Business through Chief Secretary and Minister-in-charge.

1. Cases relating to all policy matters including cases in which new policies to be formulated or the existing policies relating to the functioning of the Department is to be changed and cases which are not covered by the schedule;
2. Cases which affect or likely to affect the interest of the Scheduled castes and Backward Classes;
3. Cases which affect the relations of the State Govt. with Govt. of India, any other State Govt., the supreme Court or the High Court of the Punjab and Haryana.
4. Proposal for the appointment and posting of Head of Department and or the officers holding posts equivalent thereto;
5. Proposals for the confirmation of the Head of the Department;
6. Communications from the Election Commission to stop any action or proposed to be taken thereon.
7. Any departure from these Rules which comes to the notice of Chief Secretary or any Secretary;
8. Proposals for creation and abolition of Group 'A' & 'B' posts;
9. Cases where Successor Minister wishes to modify the orders of his predecessor in office;
10. Proposals involving the alienation either temporary or permanent or sale, grant or lease of Government property between Rs. 25,000 and Rs. 75,000/- in value or the abandonment or reduction of revenues, between Rs. 25,000/- and Rs. 75,000/- except when such alienation, sale grant or lease of Government property abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Council;
11. Constitution of State level Committees and Boards:-
  - i) Which have non-official members and consequently their traveling allowance or dearness allowance is to be paid from the State Exchequer; or

- ii) where the committee is a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the Organisation which constituted the Board or the Committee, as the case may be;
- iii) Cases relating to appointments of Chairman, Executive Heads and Directors;
- iv) Cases relating to re/employment of the Group 'A' & 'B' Officers or extension in their term of employment;
- v) Cases in which there is a difference of opinion between the Secretary and Minister Incharge;
- vi) Such other cases or classes of cases as the Chief Minister Punjab may consider necessary;

## **ANNEXURE-II**

List of cases to be disposed of at the level of Minister-in-charge of the Department.

### **I. General and Legislative Business.**

#### **1. General and Legislative Business.**

1. All Legislative business relating to Vidhan Sabha / Lok Sabha/Rajya Sabha.
2. Important cases involving major question of policy of Principle. Cases regarding meetings of National Development Council. Important Court Cases.
3. (i) Constitution of Committees/Boards/Working Groups in the Punjab State Planning Board and E.S.O. and the decision regarding the grant of honorarium and other facilities to the members, etc.
4. Cases which are required to be submitted to the Governor, the Council of Ministers of the Chief Minister in accordance with the provisions of the rules of Business or of the standing Orders issued by the Department of General Administrative Reforms. All cases to be submitted to other Ministers.
5. Annual Administration Report of the Department.

### **II-A Plan Schemes (of all Departments)**

1. Board guidelines for formulation of Annual Plans/Five Year Plan and Finalization of Annual Plans/Five Year Plan and meetings of the State Planning Board.
2. Schemes coming for approval from the District Planning Board.
3. All cases of final rejection of Departmental proposals when they are received from Ministers.
4. Review of Annual Progress of Plan as a whole.

### **II-B Plan and Financial Matters (Planning Board & E.S.O.)**

1. Reports of P.A.C. and estimates committee.
2. Plan Budget proposals involving new expenditure (at initial stage) creation /abolition of posts of Group 'A' & 'B' officers. Advance out of the Punjab Contingency Funds.
3. Assistance to I.A.M.R., N.C.A.E.R.etc.

4. Waiving off claims of recovery from Government employees where the recovery cannot be waived off under instructions of Government.
5. Payment from the State Revenue for the damages in suits brought by or against Group 'A' & 'B' officers.
6. Revision of scales of all employees and grant/withdrawal of special pay, personal pay, etc., and allowances and grant of advance increments to Group 'A' & 'B' officers.

### **III. Personnel (Planning Board and E.S.O)**

1. Appointment by promotion or transfer to Group 'A' & 'B' posts and services which are required to be referred to the Punjab Public Service Commission.
2. (a) Regular Promotion within Group 'A' posts.  
(b) Important references to Punjab Public Service Commission and cases dealing with its advice.
3. Cases regarding extension adhoc appointments.
4. Cases of extension of probation of Group 'A' Officers or termination of services or reservation of Group 'A' probationers. Reversion of Group 'A' Officers.
5. Posting and transfer of Group 'A' Officers when these involve change of station of posting.
6. Cases in which it is proposed to stop group 'A' Officers including Director/Economic Adviser at the proficiency step up.
7. (a) All cases of appeals and representations against the orders of the Heads of Departments involving removal/dismissal.  
(b) Proposals for charge sheeting, for taking 'disciplinary action, or for imposing any penalty on Group 'A' Officers.  
(c) Review of an order imposing any penalty on Group 'A' & 'B' Officers.
8. Representation by Group 'A' Officers against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
9. Cases of Group 'A' Officers proposed to be referred to the Vigilance Department for inquiry.
10. Suspension and revocation of suspension of Group 'A' officers.



11. Representations against fixation of Seniority and revision of seniority of Group 'A' Officers.
12. All memorials from the departmental officers which have not been detained in accordance with rules/instructions.
13. Formulation or amendment of rules relating to recruitment and conditions of services, i.e. Departmental Service Rules.
14. Permitting or withholding of applications of employees for training or assignment abroad. Deputation for training abroad.
15. Deputation of group 'A' Officers.
16. (a) Grant of earned leave to the Head of Department where a substitute is needed.  
(b) Grant of Ex-India Leave to all officers/officials.
17. Tour Programme of Secretary Planning.
18. Resignation from service of Group 'A' Officers.
19. Cases of extension beyond 50/55 years of Group 'A' Officers where adverse entry or refusal of extension are involved.
20. Premature or compulsory retirement from service of Group 'A' & 'B' Officers are to be shown to C.M.also)
21. Reduction in retirement benefits/Cut in pension of Group 'A' & 'B' Officers.
22. Cases of extension in service of re-employment of an employee.
23. All other cases relating to Group 'A' officers not specially covered under any item and all policy cases relating to employees.

## **ANNEXURE-III**

List of cases to be submitted to the Financial Commissioner/Principal Secretary/Secretary.

### **I General and Legislative Business.**

1. Cases to be submitted to the Planning Minister/State Minister which relate to progress reports of Public Accounts Committee of Vidhan Sabha, including Estimate Committee.
2. Amendment of Acts and Rules which do not change the basic framework.

### **II. Plan Schemes etc. (of all Departments)**

1. Formulation of annual Plans/Five Year Plans.
2. Clearance of new plan schemes involving expenditure and supplementary demands above Rs.10.00 lakhs.
3. Diversion of funds from one major Heads to the other major Head above Rs. 10.00 lakhs.
4. Quarterly review of progress of Plans Schemes.
5. Finalisation of revised estimates in respect of Annual Plan on the basis of excess and surrenders intimated by the departments to the Finance Department.

### **III. Financial Matters (Planning Board and E.S.O.).**

1. Payment from the State revenue for the damages in suit brought by or against Group 'C' & 'D' employees.
2. Grant/withdrawal of special pay, personal pay, etc., and allowances and grant of advance increments to Group 'C' & 'D' employees.
3. Purchase of staff cars/jeeps.
4. Payment of rent of buildings.

### **IV) Personnel (Planning Board and E.S.O.).**

1. Appointments by direct recruitment to Group 'A' & 'B' posts on the

advice of the Punjab Public Service Commission.

2. Regular promotion within Group-B posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-B probationers.  
Reversion of Group-B, Officers.
4. Postings and transfers of Group-A Officers when these do not involve change of station of posting.
5. (a) Crossing of proficiency step up by E.A./Director and confirmation of E.A.  
(b) Cases in which it is proposed to stop an employee at the ACP/proficiency step-up (except Group-A Officers).
6. (a) Proposals for charge sheeting, taking disciplinary action, or for imposing a major/minor penalty on a Group-B, officers.  
(b) Appeals against orders imposing penalty on Group 'C' & 'D'.  
(c) Issue of warning to Group 'A' Officers.
7. Representation by Group-B Officers and Group 'C' & 'D' employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
8. Cases of Group-B Officers proposed to be referred to the Vigilance Department for inquiry.
9. Cases relating to the treatment of the period of suspension of Group 'A' & 'B' officers.
10. Representations against fixation of seniority and revision of seniority of Group-B, Officers.
11. All Memorials of the departmental officers which have not been detained in accordance with rules/instructions.
12. Cases where Minister has asked for a report or information.
13. Appointment by direct recruitment, promotion or transfer of Group 'C' & 'D' posts.
14. Cases of extension of probation and reversion of Group 'C' & 'D'.
15. Postings and transfers of officers within the Planning Board.
16. Casual leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and E.A.
17. Permitting or with holding of applications of E.A./Directors for training or assignments within the country.
18. Deputation of Group-B Officers.

19. Earned Leave including special leave (other than ex-India leave) to the E.A./Directors except when substitute is needed and grant of casual leave to E.A./Directors.
20. Tour Programmes of Special Secretary/ Addl .Secretary /Joint Secretary , payment of T.A./D.A. and counters signatures of T.A. Bills of these Officers.
21. (a) Cases in which it is proposed to accord or refuse sanction under the Conduct Rules and permission to prosecute, higher studies to Director/E.A.  
(b) Cases in which it is proposed to refuse sanction under the Conduct Rules in cases of Group-A Officers.
22. Cases of extension beyond 50/55 years of Group-B and Group 'C' & 'D' employees where adverse entries or refusal to extension are involved.
23. (a) Retirement from service of Group-A Officers.  
(b) Retirement/resignation from service of Group-B Officers.
24. Grant of honorarium and permission to accept fees to Directors/E.A.
25. Sanction of loans/advance-car/scooter/G.P. Fund/House Building or repair, etc., advances to Directors/E.A.
26. Sanction/Counter Signatures of Medical re-imbusement bills of Directors/E.A.
27. New Telephones to offices.
28. All other cases except policy cases, relating to Group-B Officers not specifically covered under any item.

## ANNEXURE-IV

List of cases to be disposed of at the level of Special Secretary/Additional Secretary/Joint Secretary.

### **I General and Legislative Business.**

1. Arrangement regarding visits of members of Planning Commission.
2. Attending the meetings of Punjab Vidhan Sabha on behalf of the Secretary Planning and looking into all matters connected with the sitting of State Legislature when its session is on.
3. All Court cases relating to service matters-sanctions for defence, filing of affidavits, filing of appeals, etc, except cases in which the Secretary or the Minister is required to file an affidavit.
4. cases to be referred to L.R. for advice.
5. Payment of rent of buildings where there is no proposal to increase the rent.

### **II Plan Schemes of the Departments.**

1. Clearance of new plan schemes involving expenditure and supplementary demands upto Rs. 10.00 lacs.
2. Diversion of funds from one major Head to the other major Heads upto Rs. 10.00 lacs.
3. Monthly review of progress of Plan Schemes.
4. Scheme wise break up after allocation has been made under various heads/sub heads of development.
5. All cases of adjustment of plan outlay within the same head/sub heads of development.
6. Powers to accept surety Bonds of Non-Governmental organizations.

### **III Personnel (Planning Board and E.S.O.)**

1. Requisition to the Punjab Public Service Commission after the number of vacancies to be filled has been determined.
2. Appointments by direct recruitment or by promotion or by transfer to Group 'C' & 'D' posts.
- 3 (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on Group 'C' & 'D' employees.  
(b) Issue of warning to Group 'B' officers .
4. Representations by Group 'C' & 'D' employees against adverse remarks in the confidential reports not counter-signed by Special/Additional/Joint Secretary or Directors.
5. Reports of such enquiries against Group 'B' and Group 'C' & 'D' employees as do not disclose any grave misconduct or corruption to be submitted to the Minister-in-charge.
6. Suspension of Group 'C' & 'D' employees and treating of their period of suspension.
7. Deputation of Group 'C' & 'D' employees.

8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group 'A' Officers.  
(b) According sanction under the Conduct Rules and permission for pursuing higher studies (excepting Directors/E.A.)
9. All cases of extension beyond 50/55 years where no adverse entries or refusal to extension are involved.
10. Approval of service for purpose of retirement benefit where such an approval by the Government is required.
11. Waiving off claims of recovery from Government employees where recovery can be waived under instructions of Govt.
12. Payment of demurrage charges where responsibility cannot be fixed on any body.
13. Purchase of books/New papers/periodicals for the Library of the Planning Board.
14. Permitting or withholding of applications of employees for training or assignments within the country and deputations for training courses within the country (except Directors/E.A.).
15. Sanctions of loans/advances/G.P. Fund/House building or repairs etc. to all officers/officials (except Directors/E.A.).
16. Sanction of Medical reimbursement bills of all officers/officials (except Directors/E.A.).
17. All cases of time-barred claims, investigation/adhoc payment thereof.
18. All cases of relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
19. All cases of earned leave of Group 'A' officers other than E.A./Directors which do not involve consequential transfers of officers from one station to another.
20. All cases relating to Group 'C' & 'D' employees not specifically required to be put up to Secretary Planning under this Standing Order.
21. Tour Programmes of Directors Punjab State Planning Board and ESO, Pb payment of T.A/D.A and counters signatures of T.A Bill of these officers.

## **ANNEXURE-V**

Cases to be disposed at the level of Deputy Secretary/Under Secretary.

1. Proposals to chargesheet or taking disciplinary action or for proposing any penalty on Group 'C' & 'D' Government Servant working in Branch (S) and Divisions of Planning Board under his charge.
2. Issue of warning to Group 'C' & 'D' Government servants of Punjab Civil Secretariat/Planning Board working under his charge.

Note:- At present there is no post of Deputy Secretary/Under Secretary in the Planning Department, In the absence of Deputy Secretary/Under Secretary, these cases will be dealt with by Special Secretary/Additional Secretary/joint Secretary.