

**GOVERNMENT OF PUNJAB**  
**ECONOMIC & STATISTICAL ORGANISATION**  
**S.C.O.No.35-36, Sector 17-E, Chandigarh**

**Right to Information Act-2005**

**Manual V The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

**1. All service matters of the Economic & Statistical Organisation, Punjab are governed by the following Rules and Instructions:-**

- 1) Punjab Economic & Statistical Organisation (State Service Class-I) First Amendment Rules 1986.
- 2) Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963.
- 3) Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986.
- 4) Punjab State (Class-IV) Rules 1963 as amended from time to time.
- 5) Punjab Civil Services General & Common Conditions of Service Rules, 1994.
- 6) Punjab Civil Services Vol. I Part I
- 7) Punjab Civil Services Vol. I Part II
- 8) Punjab Civil Services Vol. I Part III
- 9) Punjab Financial Rules
- 10) Punjab Budget Manual
- 11) Standing Orders of the Department
- 12) Manual of Instructions and service matters printed by the Personnel Department from time to time
- 13) Manuals of Instructions on financial matters printed by the Finance Department.
- 14) Manual of Instructions on Reservation Policy printed by Welfare Department.
- 15) Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners.
- 16) Rules of Business of Govt. of Punjab /Allocation of Business Rules.
- 17) Regulations and Instructions governing the work of Economic & Statistical Organisation, Punjab.
- 18) Manual of Instructions regarding reservation of ex-servicemen.
- 19) Manual of Instructions by Vigilance Department.
- 20) Punjab Civil Service (Promotion of Stenographers) Rules, 1961.
- 21) Service Books, A.C.Rs. Appointment/Promotion/Leave Account Service Benefits. A.C.Ps. Cash Book etc. files for the Class-I, II, III & IV employees.

## **Duties of Group-C Employees**

### **Senior Assistant - I**

Work related to Group-I and II and post of Librarian such as appointments, posting, promotion, transfer, seniority, confirmation, proficiency. Disciplinary action, confidential report and property returns, Amendment of rules of group I, 2 and 3. Policy cases and related court cases to these issues.

### **Senior Assistant - II**

Total work such as appointment, promotion, posting, transfer, seniority, confirmation, proficiency, disciplinary and related court cases related to A.R.O's, S.A's & Supdts. Posts.

### **Senior Assistant - III**

1. General Circulars and Instructions.
2. All returns/reports.
3. Meeting of Audit/Inspection committee.
4. Work related to inspection of D.S.O.offices and inspections etc.
5. Cases concerning to training, seminar, conferences etc.

### **Senior Assistant I - IV**

1. Work relating to treasury/cashier.
2. Supervision of care taker.
3. Staff of Group-4 and Drivers.

### **Senior Assistant - V**

Work related to Establishment of all ministerial staff (Clerk, senior Assistant, Junior Assistant, Steno-typist, Junior Scale Stenographer, Senior Scale Stenographer, tracer and Draftsman) and their issue related to court cases.

### **Senior Assistant - VI**

Work related to all Investigator staff concerning court cases.

### **Senior Assistant-VII**

1. Work concerning accommodation for office, getting, permission of Honorarium.
2. Court cases related to these matters.
3. All work concerning the staff Data Entry Operator.
4. Work concerning of Electricity, water, and telephone.

### **Senior Assistant-VIII**

Plan and Non Plan Budget of the Department and related court cases as well.

### **Senior Assistant-IX**

1. Work concerning traveling /contingency bills and traveling programme.
2. Medical bills.
3. Preparation of outlay (expenditure) report of the department.
4. Work concerning to the A.C.R.'s of the all officials of the department and work as correction of A.C.R.'s.

### **Senior Assistant-X**

Work concerning preparation of pay bill/recovery bill/Advances and Medical, issuing of N.D.C. concerning loan and work related to income tax of the staff of the department.

### **Senior Assistant-XI**

Work concerning up-keep of G.P.F. account and ledger, issues of statements of Group- I, 2, 3, and 4. Besides inspection and forwarding of loans and advances of all types.

### **Senior Assistant-XII**

1. All work concerning G.I.S.
2. Department work related to permission of L.T.C./Advances and issues of identity cards to staff.

All the above Senior Assistants are assisted by Junior Assistants/Clerks/Stenos in the disposal of all matters of establishment.