

Annxure 1: Particulars of the Public Authority

Name of the Organization & Its website	Department of Food, Civil Supplies & Consumer Affairs, Punjab. WWW.foodsuppb.gov.in
Head of the Organization	Director, Food Civil Supplies & Consumer Affairs, Punjab-cum-M.D. PUNGRAIN.
Organization chart	See Annual Report attached at Annexure

Sr No.	Branch Name	Key Objectives	Functions and duties
1	Rice	To ensure smooth operations of custom milling of paddy procured by the State procuring agencies.	To Implement the custom milling policy issued by the branch every year. The branch deals with the cases i.e. court cases, RTI, Levy securities, complaints etc. related to policy matters.

2	Storage	<p>To ensure safe storage of food grains stocks procured by State procuring agencies and coordination with FCI for liquidation of stocks. Construction/ Hiring of Steel Silos/Covered godowns/Open/Cover & Plinth (CAP) for storage of wheat in the State.</p>	<ol style="list-style-type: none"> 1. Storage of Wheat 2. Movement of Wheat 3. Hiring of Covered godowns/Open plinths for the storage of wheat 4. Hiring of Security Guards for the ward & watch of wheat stock, 5. Administrative matters reg. temporary/ Ad-hoc P.R Chowkidars, 6. Procurement of stock articles i.e. wooden crates, polythene covers/ tarpaulins and mesh nets required by State procuring agencies for safe storage of wheat/ paddy stocks.
3	Food Distribution	<p>Distribution of Essential Commodities under Targeted Public Distribution System Scheme of Government of India and State sponsored Smart Ration Card Scheme.</p>	<p>This branch deals with the implementation of Public Distribution System/ Targeted Public Distribution System as per the GOI guidelines and Smart Ration card Scheme as the</p>

			<p>directions of the State Government. Important policies dealt in this branch are:-</p> <ol style="list-style-type: none"> 1. Allotment of licenses for running fair price shops. 2. Allocations & Distribution of food-grains under TPDS as per the provisions of National Food Security Act 2013. 3. Allocations of food-grains under State sponsored Smart Ration card Scheme. 4. Printing of ration cards & related forms. 5. Fixing stock limits for essential commodities. 6. Fixing norms for regular checkings of FPS dealers. 7. Constitution of Vigilance Committees. 8. End to End Computerisation of TPDS
4	Supply	To ensure that Petrol Pumps, Brick Kilns, Gas Agencies, are functioning according to Government norms by getting	Compilation of checkings of Petrol Pumps, Brick Kilns, Gas Agencies, are done by the field functionaries & redressal of

		these checked from the field functionaries of the department & through redressal of complaints against them.	complaints against these organisations.
5	Food Purchase	To run the procurement season smoothly by timely allotment of mandis and arrangement of bales for KMS/RMS.	<ol style="list-style-type: none"> 1. To procure wheat and paddy from the farmers for central pool as per specifications and MSP fixed by G.O.I. 2. Fixing the target and shares for KMS/RMS. 3. Allotment of mandis for procurement of wheat and paddy to the state agencies PUNGRAIN, PUNSUP, MARKFED and Punjab Agro as well as FCI according to shares. 4. To arrange bales required for packaging of Food Grains. In this regard, indents of bales are placed with DGS&D. 5. To coordinate between District offices, PUNGRAIN, other state agencies and Jute Commissioner Kolkatta regarding receipt and inspection of bales. 6. Deals with complaints

			regarding sub standard bales and procurement in mandis.
6	Superintendent Establishment-1	The Administrative Control on the Ministerial Staff (Class - 1& 2- employees) of the department.	<ol style="list-style-type: none"> 1. Recruitment, Promotion, Posting/ Transfer and Disciplinary proceedings. 2. In general Co-ordination works
7	Superintendent Establishment-2	The Administrative Control on the Ministerial Staff (Class - 2, 3 & 4 employees) of the department.	Recruitment, Promotion, Posting/ Transfer, Disciplinary proceedings etc
8	Superintendent Establishment-3	The Administrative Control on the Field Staff (Assistant Food Supply Officers, Class - 2 employees) of the department.	Promotion, Posting/ Transfer and Disciplinary proceedings etc.
9	Superintendent Establishment-4	The Administrative Control on the Field Staff (Inspector grade-1) of the department.	Recruitment, Promotion, Posting/ Transfer and Disciplinary proceedings. Etc.
10	Superintendent EstablishmentAccounts-1	Contingency regarding Electricity bills, Water bills, petrol bills, RRT advertisement bills regarding Sanctions/ to make and to submit Online bills.	<ul style="list-style-type: none"> - Court Cases - Pungrain related contingency work. - For new telephone/mobile connections. Continuous correspondence with BSNL, Chandigarh, sector-34 and 17, Chandigarh, BSNL,

			<p>Mohali</p> <ul style="list-style-type: none">- Headoffice and District Circle Offices building rent regarding- Meetings regarding implementation of orders passed by hon'ble Punjab and Haryana High Court- TA Bills of Non gazette staff Branch's general Seat work stationery.- Medical Bills of Non-Gazetted staff of Head Office and medical bills of Retd Sr. Auditors.- Allotment of Govt. accommodation, license fees and NDC regarding.- NDC/interest/mortgage of the Loans taken by the employees from FD regarding and NDC from AG Punjab.- To avail LTC/Leave encashment regarding- To distribute wheat/loans given at the time of festival to class 4
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			<p>employees regarding</p> <ul style="list-style-type: none">- GIS Policy Seat and related to GIS policy work- To maintain registers related to GIS accounts of the employees- In Bill Branch bills of Non-gazetted employees, to prepare bills of those who avail LTC, to prepare salary certificate. To prepare quarterly Income Tax, to prepare medical bills online, to prepare advance GPF bills, to prepare arrear of 01/01/2006 pay commission.- Arrear bills of Non-gazetted employees, deduction of Income Tax, to prepare their FORM-16, to report to GPF branch, to report regarding House Loan, to prepare LPC and drawn statements of transferred employees. To make and sent Online leave
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			<p>encashment, gratuity and GIS bills to TO regarding retd employees</p> <ul style="list-style-type: none">- Working at Head office as a Cashier. Apart from that RTI applications/postal orders from registration fees of rice millers, bank draft, cheques of GIS, to deposit cheques of Atta Dal Scheme through challan at SBI sector-7, Chandigarh and then their verified copies collected from the bank and send to Treasury Office to reconcile the figures. These were then noted in cash book and receipt register.- Apart from duties of Cashier, fees from IPO drawn from Head Post Office, sector-17, Chandigarh- Distribution of Stationery from Stationery Branch to other different branches of
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			<p>the office. Apart from the maintenance of Official Staff Cars. To issue I-Cards, Letter pad, visiting cards and stamps for official use.</p> <ul style="list-style-type: none"> - To provide necessary service in office - To provide furniture/ electricity/ water etc services. To maintain work done by Chowkidars and Drivers, to maintain cleanliness in office, to provide furniture, to make necessary arrangements for the office meetings etc.
11	<p>Superintendent Establishment Accounts-2</p>	<p>1. This branch deals with pay fixation Policy and fixation of pay of Gazetted and Non Gazetted at Head Office and only Gazetted Officer at the office, for example annual increment, pay fixation after ACP and promotion, along with this work this branch deal with</p>	<p>1. This branch deals with the policy of Pay fixation an pension and circulate all instructions to all circle offices and concerned branches at Head Office which are received from Punjab Govt for necessary action.</p>

		<p>Pension Policy and gives the pension benefits to the retired officials/officers for example regular pension, commuted pension, D.C.R.G. and leave-encashment, maintaining leave accounts i.e. Earned leave, ex-India leave, Maternity leave etc in the service books.</p> <p>2. salary and work related to income tax of Gazetted officer at head office.</p> <p>3. payments of medical bills and LTC of Gazetted officer at head office.</p>	<p>2. This branch deals with pay rules given by Punjab Govt regarding revised Pay fixation according to these instructions this branch fixes salaries of Gazetted and Non-Gazetted employees of Head office and Gazetted officers of Circle Offices and this branch also deals with Annual increment and maintenance of Service books.</p> <p>3. Compliance with the orders issued by Establishment branches regarding salaries issues and leaves</p> <p>4. This branch also takes no due certificate from circle offices and concerned branches at Head office before two years of the retirement of officer/employee. After receiving the no due certificate this branch send pension case to Accountant General Punjab and after approval their pension benefits are released. For example-</p>
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			<p>regural pension, DCRG, Commuted pension and leave encashment.</p> <p>5. This branch forwards instructions/orders issued by Honorable Chief Secretary of Punjab to all district office and branches at the head office regarding disposal of pending pension cases and participation in meetings conducted by Director Pension is done to dispose off pending cases. For instance information regarding pension cases is collected from circle offices and consolidated then matter is taken up at meeting of direct pension.</p> <p>6. Sanction of payment of LTC is issued to the gazette officers of circle office and gazetted/non gazetted staff at head office.</p> <p>7. Sanction of payment of medical bills are issued to the retd gazetted officer at</p>
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			office.
12	Inspection	Audit of Food grain with respect to PUNGRAIN & Foodsup is done by Accountant General Punjab (Audit) during Audit the Para's made by A.G.Pb. are sent directly to the concerned District Offices as well as to Head Office. Reply to the Audit Para's are got from the District Office and concerned branches of H.Q. by the branch & are sent to the A.G.Pb. and Punjab Vidhan Sabha Sectt. for settlement of the same.	Audit of Food grain with respect to PUNGRAIN&Foodsup is done by Accountant General Punjab (Audit) during Audit the Para's made by A.G.Pb. are sent directly to the concerned District Offices as well as to Head Office. Reply to the Audit Para's are got from the District Office by the branch & are sent to the A.G.Pb. for settlement of the same.
13	Banking	A. All payments made by PUNGRAIN(Head Office) B. Maintain Funds (Fixed Deposits)i.e. nature of payments.	Release of all types of Securities of Rice Millers/Labour Contracts and other Contractor etc. on the day to day payment of PUNGRAIN, (Head Office).
14	Less-Excess	Realization of excess as per norms fixed on account of wheat stocks dispatched to FCI from Godown/Plinth as per policy letter issued on 16/04/1999.	To check PR 35/7 reports that excess has been accounted for as per norms fixed by department. If any less-excess/shortage is detected,

			administrative action is initiated against the delinquent official upto the level of AFSO.
15	Quality Control	To ensure that the stocks are properly maintained, proper fumigation of the stocks is done by the field functionaries as per the norms fixed by the department, regular inspection of the stocks is done to ensure the good health of the stocks and to keep the godowns in proper hygienic condition and to remove the discrepancies pointed out by FCI as well as by GOI during their inspections. Implementation of FSSAI Act 2006 regarding obtaining license for CAP, covered and PEG godowns. One central food grains analysis laboratory is established at Head office which conducts analysis of paddy, wheat and rice samples brought by senior officers of the department	1. Quality control branch provides fumigants such as Aluminium phosphide (celphos), malathion and deltamethrin for the preservation of the stocks stored by PUNGRAIN. Aluminium Phosphide (Celphos), Malathion and Deltamethrine is purchased through Markfed (being a nodal agency) 2. This branch coordinates for providing various trainings to field staff i.e. Assistant Food and Supplies Officers/Inspectors regarding preservation of stocks and treatment of stocks by fumigants as per the standing instructions. This training is provided by Ministry of Food , Govt. of India, IGMRI Ludhiana, Hyderabad and through

		<p>during their surprise inspections. In addition five labs at divisional level which are being maintained by PUNGRAIN staff and 5 labs in PEG godowns have also been established.</p>	<p>Departmental levels.</p> <p>3. The suggestions and discrepancies pointed by the Food corporation of India during their inspections are dealt in this branch and suitable action is taken as per instructions.</p> <p>4. Directions are issued to all District Managers of Pungrain to obtain Licences under Food Safety and Standard Act 2006 and further communication is made with the District Offices.</p> <p>5. Instructions are issued to Assistant Food and Supplies Officers and Inspectors to send the monthly inspection/PR-38 report of the godowns under their jurisdiction. The recovery of the amount on account of quality cuts deducted by Food Corporation of India is made from the delinquent officers/officials and the matter taken up with concerned establishment</p>
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			branches.
16	Wheat Account and Recovery (1 to 5)	Check the Cash Accounts, Stock and Inventory Accounts received from the various districts of the State. Recoveries from officials regarding late document dispatched and recovery from FCI about amount withheld by FCI on various grounds.	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control. To receive chargesheet material and other documents for show cause notice to the culprit and deliver to the concerned branch.
17	Rice Accounts (1 to 3)	To supervise stock accounts of paddy, stock account of CMR/Rice Stock Account Miller wise accounts received from the various districts of the state. Sanction of Levy/CMR Security, Milling Bills and Sanction of other Miller Payment.	<ol style="list-style-type: none"> 1. To check stock of Paddy-Reconciles Paddy stock account with cash account. 2. To check stock of CMR. 3. To check miller-wise account Custom milled rice.
18	Budget Fund	a. Department Budget, b. Labour/ cartage, Transportation, PEG Godown & Dharam Kanda policies.	Allotment of Departmental Budget & to issue policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda.
19	Incidental	To ensure quick reimbursement of incidentals charges from GOI.	To regularly pursue the incidental cases with GOI.
20	Compilation	Preparation of balance sheet, reconciliation of	To collect the data from all districts for finalization of

		loaning/borrowing gunnies account with state procuring agencies and appointment/maintaining of record and appointment extension in contractual period of contract employees time to time.	balance sheet compiling, reconciliation of stocks of gunny bales with state procuring agencies and appointment. Maintaining of record and extension in contractual period of contract employees time to time.
21	GPF	Maintenance of GPF accounts of employees of Food & Supplies Department (Head office and field)	Advances (refundable/non refundable), Final Payments 90 percent GPF payments, and residual payments of employees, Annual Statements of GPF employees, regarding new pension scheme issue PRAN numbers and advances (NPS).
22	Issue Branch	To ensure all centre Govt., Punjab Govt. Departments and all Districts correspondence's Diary/Dispatch.	All centre Govt., Punjab Govt. Departments and all Districts correspondence is received, get diary manually/E-Office and disbursed/Dispatched to the concerned.
23	PEG Cell	Hiring of covered godowns under PEG Scheme of GOI for scientific storage	Hiring of covered godowns under PEG Scheme of GOI for scientific storage of central pool food grains by FCI and

			managing the preservation, maintenance & security operations of foodgrains stored in such godowns through respective godown owners or outsourcing agency or staff.
24	RTI	Resolve all the RTI related issues in time.	To receive all the applications/appeals under RTI Act, 2005 and RTI Act, 2019, send them to the concerned branches/Districts and get them resolved in time.
25	UID Wing	<p>To empower residents of State with a unique 12-digit identification number, i.e. Aadhaar, conceptualized by UIDAI, GOI</p> <p>To develop procedure and system for issuing Aadhaar number to residents of the State, who request for same by submitting their demographic information and biometric information by undergoing the process of enrolment</p> <p>To promote use of Aadhaar for good governance, efficient,</p>	<p>To achieve Universal Aadhaar coverage in the state.</p> <p>To achieve 100% enrolment of newborns, 0-5 yrs. old children and mandatory biometric updation of children at the age of 5 and 15 yrs.</p> <p>Implementation of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits & Services) Act, it's Regulations 2016, Guidelines and Circulars issued by UIDAI, time to time.</p> <p>To facilitate Aadhaar Authentication services to</p>

		<p>transparent and targeted delivery of subsidies, benefits and services to residents of the State.</p> <p>To ensure compliance of Aadhaar Act, Regulations, Circulars and Guidelines issued by UIDAI in the State</p>	<p>various Departments of the State by setting up State level infrastructure like Authentication User Agency (AUA) and EKYC User Agency.</p> <p>To ensure privacy and integrity of Aadhaar data of residents of the State in compliance of Aadhaar Act, 2016</p>
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