

Annexure 5: Rules, regulations, instructions, manuals and records for discharging functions

Sr No.	Branch Name	Title and nature of the record/manual/ instruction Gist of contents
1	Rice	Custom Milling Policy
2	Storage	P.R. Manual Part-II
3	Distribution	<ol style="list-style-type: none"> 1. National Food Security Act, 2013 2. The Punjab Target Public Distribution System (Licensing and Control) Order, 2016. 3. The Essential Commodities Act, 1955 4. The Punjab Hoarding and Profiteering Prevention Order, 1977 5. Punjab Food Security Rules, 2016 6. RTI ACT, 2005
4	Supply	<ol style="list-style-type: none"> 1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999. 2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998. 3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978. 4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998. 5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001. 6. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000. 7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000.

		8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000
5	Food Purchase	<ol style="list-style-type: none"> 1. Policy files of RMS/KMS, 2. Allotment of mandis files 3. Gunny bales indent placing files. 4. Files of inspection report of the mandis by the officers of G.O.I. 5. R.T.I record files related to branch 6. Claims of substandard/damaged bags.
6	Establishment-1	<ol style="list-style-type: none"> 1. Personal Files 2. Departmental Class-1 and Class-2 Rules. 3. Rules of business of the department. 4. Punishment and Appeal Rules 1970. 5. Common Services and condition Rules 1994 and other related rules of the State Government. 6. Instructions Manual of the State Government.
7	Establishment-2	<ol style="list-style-type: none"> 1. Personal Files of the ministerial Staff 2. Departmental Class-3 and Class-4 Rules. 3. Rules of business of the department. 4. Punishment and Appeal Rules 1970. 5. Common Services and condition Rules 1994 and other related rules of the State Government. 6. Instructions Manual of the State Government.
8	Establishment-3	<ol style="list-style-type: none"> 1. Personal Files and disciplinary case files of the AFSO. 2. Transfer files of the AFSO. 3. Punjab food and supplies (class 3) service rules 1990. 4. Rules of Business of the department. 5. Punishment and Appeal Rules, 1970

		<p>6. Common Services and Condition Rules, 1994 and other related instructions of the State Government.</p> <p>7. Promotion files for the post of AFSO from the post of Inspector, Jr. Auditor, Sr. Asstt, Accountant etc.</p> <p>8. Roaster register-Roaster register of promotees.</p>
9	Establishment-4	<p>1. Personal Files and disciplinary case files of the Inspectors staff.</p> <p>2. Transfer files of the Inspector staff.</p> <p>3. Punjab Food & Supplies (Clas-III), Service Rules, 1990.</p> <p>4. Rules of Business of the department.</p> <p>5. Punishment and Appeal Rules, 1970</p> <p>6. Common Services and Condition Rules, 1994 and other related rules of the State Government.</p> <p>7. Promotion files for the post of Inspectors from the post of clerk, picker, computer.</p> <p>8. Roaster register-Roaster register of direct recruits and of promotees.</p>
10	Establishment Accounts-1	<p>1. Record of bills and related approvals.</p> <p>2. Districts and Head Office bills of building rent and related communication record.</p> <p>3. Record of circular of Govt. Houses and NDCs.</p>
11	EstablishmentAccounts-2	<p>1. Personal Files and service books of gazetted (Field and Ministerial staff) & non gazetted staff (Ministerial staff)</p> <p>2. Regarding pension papers, employees is supposed to submit the same eight months before retirement to the parent office so that it can be forwarded to Accountant General Office, Punjab and no due certificates can be obtained from the concerned branches and district offices two years before the date of retirement.</p>

12	Inspection	Regarding audit para record
13	Banking	Punjab Financial Rules of current year.
14	Less-Excess	<ul style="list-style-type: none"> • Norms fixed dated 16-04-1999 • Files regarding less excess/shortage, if any.
15	Quality Control	1. As per PR Manual (FSSAI/Quality/Technical manual of FCI)
16	Wheat Accounts & Recovery (1 to 5)	<ol style="list-style-type: none"> 1. Rules of Business of the department 2. Storage Policy maintained by Storage Branch 3. Transportation policy maintained by Budget Branch 4. Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch 5. Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from district office
17	Rice Accounts (1 to 3)	<ol style="list-style-type: none"> 1. Rules of business/Policy of the department. 2. Incidental and other charges like MSP etc. fixed by Government of India and circulated by Incidental Branch 3. Various Paddy Stock Accounts and CMR/ Miller wise accounts received from districts.
18	Budget Fund	<ol style="list-style-type: none"> 1. Various files regarding Dept. Budget. 2. Files regarding policies of Labour/Cartage, Transportation, PEG Godown & Dharam Kanda.
19	Incidental	<ol style="list-style-type: none"> 1 The Punjab Value Added Act 2005 2 (ID Cess) Punjab Infrastructure Development & Regulation Act 2002. 3 Punjab Agriculture Produce Market Act 1961 (www.pextax.com)
20	compilation	As per Company Act 1956.
21	GPF	<ol style="list-style-type: none"> 1. Personal files of employees relating to GPF. 2. GPF ledger. 3. CSR Volume-II

		4. GPF Schedules.
22	PEG Cell	1. PEG Scheme 2008 of GOI.
23	RTI	1. Right To Information Act, 2005 2. Right To Information (Amendment) Act, 2019
24	UID Wing	1. In compliance with Aadhaar Act of GOI and other guidelines issued by UIDAI, GOI from time to time
25	Consumer Protection Act Branch	1. Consumer Protection Act, 2019