

CHAPTER-2 (MANUAL-1)
PARTICULARS OF ORGANIZATION,
FUNCTIONS AND DUTIES
Under section-4(1)(b)(i)

2.1 Functions of Department of Governance Reforms

1. All matters related to:
 - a. Administrative re-organization and streamlining of administration
 - b. Reports of Administration Reforms Commission.
 - c. Improvement in office procedure and systems
 - d. Indian Institute of Public Administration, and
 - e. Formulation of policies regarding maintenance and retention of records
2. Administrative Reforms and e-Governance in all departments of the Government, Reports of the Administrative Reforms Commission and Punjab Government Reforms Commission, National e-Governance Program.
3. Administration of the Right to Information Act.
4. Management of State Data Centre, State Wide Area Network, State Service Delivery Gateway and related matters.