

CHAPTER-3 (MANUAL-2)

Powers & Duties of its officer & employees

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Directorate of Governance Reforms
Plot No. D-241, Industrial Area, Phase 8 B
Sector 74, SAS Nagar (Mohali)

2nd Manual: Powers & duties of officers & employees

2 ਦਸਤਾਵੇਜ਼-ਅਧਿਕਾਰੀ ਅਤੇ ਕਰਮਚਾਰੀਆ ਦੇ ਅਧਿਕਾਰ ਅਤੇ ਫਰਜ਼

2.1 Power and duties of officers (administrative, financial & judicial)

ਮੁੱਖੀਆ ਦੇ ਅਧਿਕਾਰ ਅਤੇ ਫਰਜ਼ (ਪ੍ਰਸ਼ਾਸਕੀ, ਵਿੱਤੀ ਅਤੇ ਕਾਨੂੰਨੀ (ਚੋਰ))

2.2 Power and duties of other employee:

ਕਰਮਚਾਰੀਆਂ ਦੇ ਅਧਿਕਾਰ ਅਤੇ ਫਰਜ਼

S N	Policy and HR Development in DGR/PSeGS ਪਾਲਿਸੀ ਅਤੇ ਐਚ.ਆਰ ਡਵੈਲਪਮੈਂਟ ਇਨ ਡੀ.ਜੀ.ਆਰ/ਪੀ.ਐਸ.ਈ.ਜੀ.ਐਸ			Reporting Staff
	Name of officer/ Designation	Powers (administrative, Financial & Judicial) and Duties		
		Responsibility in DGR	Responsibility in PSeGS	
01.	Sh. Parminder Pal Singh, PCS	Director	Member Secretary	1. Smt. Asha Batra, PA

02.	Sh. Parveen Garg, Senior System Manager	<p>1. All matters related to PGREC (& erstwhile PGRC); RTS commission & RTI Commission</p> <p>2. Broadband connectivity for Senior Officers and Department's staff.</p> <p style="text-align: center;"><u>Departments</u></p> <p>All matters related to:</p> <ol style="list-style-type: none"> 1. Home Affairs and Justice/ Jails 2. School and Higher Education 3. Excise & Taxation 4. GAD including Punjab Bhawan, New Delhi and Chandigarh 5. Local Government 6. Technical Education & Ind. Training 7. Revenue 8. Town & country Planning 9. PWD (B&R) and Chief Architect 10. Grievance Redressal 11. Food & Civil Supplies 12. Information Technology 	<ol style="list-style-type: none"> 1. SDC/MDC 2. PAWAN/ IPV 6 3. CCTNS/ eCourt/ePrison 4. UID Integration and Sub AUA Infrastructure 5. HRMS 	<ol style="list-style-type: none"> 1. Sh. Gagandeep, AM, DoGR 2. Sh. Anwar, TA, DoGR 3. Sh. Kuldeep Singh, TA, DoGR 4. Smt. Rupinder Kaur, Clerk (RTI Nodal cell)
03.	Smt. Ravinder Kaur, Senior System Manager	<ol style="list-style-type: none"> 1. PIO under RTI 2. Training and Capacity Building 3. Property Returns of Group A & B employees <p style="text-align: center;"><u>Departments</u></p> <p>All matters related to:</p> <ol style="list-style-type: none"> 1. Forest and wild life 2. Finance, Treasury and Accounts 3. PIDB 4. Printing & Stationery 	<ol style="list-style-type: none"> 1. SSDG 2. eDistrict 3. State collaboration Initiative 	<ol style="list-style-type: none"> 1. Sh. Gurleen Singh, Technical Executive, (PSeGS) 2. Ms. Charu Sabharwal, Sr. Asstt, (RTI Nodal Cell) 3. Ms. Kuljeet Kaur, Clerk, (Election cell)

		<ul style="list-style-type: none"> 5. Civil Aviation 6. Freedom Fighter 7. Legal and Legislative Affairs 8. Transport 9. Pensioners 10. Welfare of SC & BC 11. Deptt. Of Water Supplies and Sanitation 		
04.	Sh. Kalwaran Singh, Senior System Manager	<ul style="list-style-type: none"> 1. LAN of Punjab Civil Secretariat-1 & 2 2. Procurement and AMC of IT equipment 3. Issuance of Technical Sanction 4. IWDMS/IFMS 5. Call centre for Public Grievances at MGSIPA <p style="text-align: center;"><u>Departments</u></p> <p style="text-align: center;">All matters related to:</p> <ul style="list-style-type: none"> 1. Sports and Youth Affairs 2. Election 3. Health & Family Welfare 4. Power including Power com/ Transformation 5. PEDDA 6. Labour 7. Defence services Welfare 8. Employment Generation and Training 9. Housing and Urban Development 10. Industries and Commerce 11. Investment Promotion 12. Medical Education and Research 13. Water Resources 	<ul style="list-style-type: none"> 1. Elections 2. E-office 3. Sewa Kendras and Suwidha 4. Mobile Governance 5. E-procurement 6. CMO 	<ul style="list-style-type: none"> 1. Sh. Manuj Syal, Assistant Manager, DoGR 2. Varun Joshi, Project coordinator 3. Sh. Gurvinder Singh Legal Assistant (RTI Cell) 4. Sh. Gurpreet Singh, Clerk 5. Sh. Rajinder Singh Technical Coordinator (PSeGS) 6. Sh. Lakhbir Singh, Technical Coordinator (PSeGS) <p style="text-align: center;">And</p> <p style="text-align: center;">Staff of election project</p>
05.	Sh. Sumeet Garg, System Manager	<ul style="list-style-type: none"> 1. Biometric Attendance System 2. GIS 3. PGPMS 4. Matters related to Indian Telegraphs Rules, 2016 Right of Way and Mobile Towers 	<ul style="list-style-type: none"> 1. SMS Gateway 2. Bharat Net. 3. Digital Village 4. E-Vidhan Sabha 	<ul style="list-style-type: none"> Sh. Anshu Rabra, Technical Assistant, DoGR Sh. Gurvinder Singh, Clerk

		<ol style="list-style-type: none"> 5. Assets Management 6. Development of Websites for other departments 7. Maintenance and Updation of Website of DoGR <p style="text-align: center;"><u>Departments</u></p> <p style="text-align: center;">All matters related to:</p> <ol style="list-style-type: none"> 1. Rural Dev. & Panchayats 2. Vidhan Sabha 3. Tourism & Cultural Affairs 4. Agriculture and Farmers Welfare 5. Animal Husbandry, Dairy Development and Fisheries 6. Science and Technology 7. Social Security 8. Planning/ESO 9. NRI Affairs 10. Cooperation 11. Advocate General 		
06.	Sh. Hakam Singh, Deputy Director	<ol style="list-style-type: none"> 1. All establishment matters of DoGR 2. Service Rules of all categories 3. Management of staff Cars 4. Maintenance of building related issues including rental charges, electricity bills, water supply, office security etc. 5. Purchases 6. Preparation of State Plan Budget 7. Audit Paras, CAG/PAC paras 8. RFD 9. Court cases 	<ol style="list-style-type: none"> 1. All establishment matters of employee of PSeGS 2. All the mater related to Meetings of PSeGS-BOD/GOG and EC, periodic amendments Updation of MoA, Rules etc. related to PSeGS. 3. Maintenance of Building related issues including 	<p>Sh. Ravinder Saini, Senior Assistant</p> <p>Sh. Jagjit Singh Assistant (RTI Cell)</p> <p>Smt. Mandeep Kaur, Clerk.</p> <p>Sh. Himmat Singh, Clerk will work as Care Taker cum Store Keeper.</p>

			<p>rental charges, electricity bills, water supply bills, office security.</p> <p>4. Purchases</p> <p>5. Audit paras, CAG/PAC paras</p> <p>6. Engage outsourcing agencies/service providers on need basis.</p>	<p>Sh. Kulwinder Singh, Clerk</p> <p>Sh. Arvinder Sidhu, (Peon) will do Dairy and Dispatch.</p> <p>Following shall assist Deputy Director in discharge of responsibilities of PSeGS</p> <p>Sh. Subhash Sharma, Manager (HR) will do all the matters of PSeGS.</p> <p>Ms. Aarti Assistant will assist Manager (HR)</p>
07.	Sh. Rakesh Kumar Assistant controller (F&A)	<p>All accounts and funds related matters of DoGR including</p> <ol style="list-style-type: none"> 1. Preparation of Bills 2. Reconciliation of Expenditure figures with AG Punjab 3. Income Tax returns 4. All GPF, GIS matters 5. Tax deductions 6. Coordination with all stakeholders for preparation and finalization of Plan and Non Plan Budget of DoGR. 	<p>Ms. Tanu Sondhi, Manager Finance will handle all accounts and funds related financial matters of PSeGS.</p> <p>Sh. Charanjit Singh, FO will assist Ms. Tanu Sondhi, Finance Manager in all financial matters of PSeGS.</p> <p>Sh. Rishi Kant, Accounts Executive (PSeGS) will do all cash/banks transactions</p> <p>All Financial matters of PSeGS shall be put up through ACFA.</p>	<p>Sh. Gurmeet Singh. Sr. Assistant (on deputation)</p> <p>Sh. Shaminderpal singh, Clerk</p> <p>Smt. Pooja Rani, Clerk</p>

08.	Shri Vinesh Gautam, General Manager (Technical), PSeGS	He will assist DoGR in all technical issues	He will assist PSeGS in all technical issues including Sewa kendras, eDistrict SSDG etc.	Ms. Swati, Technical Executive
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Note: 1) All RFPs/DPRs of the Directorate/PSeGS and that of other State Departments/ Organization etc. will be evaluated by scrutiny Committee comprising following members, which will hold meetings on weekly/fortnightly basis, report of committee will be sent to concerned department by the concerned project manager:

- a. SSM(P)
- b. Head SeMT
- c. GM, PSeGS
- d. Concerned Project Manager, whose agenda is listed
- e. Two representatives of SeMT in field of Technology Management (PAWAN, SDC)
- f. ACFA/FO as the case may be.

2) On receipt of requests for issuance of technical sanction for purchase of IT products, Technical Committee comprising following member to examine the requests on 10th 20th and 30th of the month and file its report which will be sent to concerned department by the concerned Project Manager. This committee will also perform the work relating to procurement of IT products in the Directorate and PSeGS.

- a. Project Manager-Procurement
- b. Head SeMT
- c. GM, PSeGS
- d. ACFA/FO as the case may be