

Manual-2
(Chapter-3)
Powers and Duties of Officers and Employees.

Designation	Director of Industries & Commerce and Ex-officio Secretary to Govt. of Punjab, Department of Industries & Commerce.
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Powers	Administrative	<ol style="list-style-type: none"> 1. Appointment by promotion of Group 'B' Officers. 2. Extension of probationary period, confirmation, promotion, seniority cases all disciplinary cases involving penalty, suspension & revocations of Group 'B' Officers and acceptance of resignations of Group 'A' Officers. 3. Refusal of LPR: Group 'A' & Group 'B'. 4. Gratuity, Pension and completion of probationary period of Group 'B' officers where there are adverse recommendations and case are not clear. 5. Appointment on deputation to Central/State Government and Corporation/Training of Officers within India, Group 'B'. 6. Requisition to be placed with the PPSC for Class-II posts 7. Appeals filed by Officers/officials in respect of Group 'B' & Group 'C' 8. All the miscellaneous matters not specified otherwise in respect of Group 'C' 9. Framing /amendment of service rules and fixation of cadres of Group 'C' employees. 10. Forwarding of applications for employment outside the State of Punjab (within India) in respect of
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	Financial	14. Quarterly review of the arrears/recoveries of Industrial loans. Gratuity, pension and completion of probationary period of Class-II Officers where there are adverse recommendations and cases are not clear.
	Others	<ol style="list-style-type: none"> 1. Final Notification under Section 6 for land acquisition below 15 acres. 2. All cases relating to store purchase/rate contract. 3. Appointment of Arbitrators 4. Quarterly review of the arrears/recoveries of industrial loans.
Duties	To implement the programmes and Policies of the State Government in the Department of Industries & Commerce, Punjab.	

Designation	Additional Secretary to Govt. of Punjab, Department of Industries & Commerce-cum-Additional Director	
Powers	Administrative	<ul style="list-style-type: none"> i) Delegated powers of Secretary Industries & Commerce with regard to service appeal cases of Group 'C' and Group 'D' employees. ii) Delegated powers of Director Industries & Commerce in service matters of Group 'C' and 'D' employees. iii) Delegated powers of Director of Industries & Commerce for the appointment of Group 'D' employees.
	Financial	<ul style="list-style-type: none"> i) En-cashment of leave, GIS, GPF, Gratuity , Ex-gratia of Group 'B' & 'C' employees. ii) Purchase of stores amounting worth Rs. 25,000/-
	Others	
Duties	i) Processing, monitoring of service matters of all	

	<p>employees of the Directorate Industries & Commerce.</p> <p>II) Processing, monitoring matters relating to Industries & Commerce Department including service matter of all employees.</p>
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Designation	Industrial Advisor -cum-Additional Director.	
Powers	Administrative	<p>i) Chairman of sub group committee of allotment of plots by the Punjab Small Industries & Export Corporation.</p> <p>ii) Vice chairman of Institute of R & D Centre Bicycle and Sewing Machine .</p> <p>iii) NPD Institute of Auto Parts/Machine Tools Technology Branch.</p>
	Financial	

	Others	
Duties	Monitoring / supervision of the work of Technical Wing including Quality Marking Centre, Industries Development Center. Punjab Test House, Rural Industries Development Centre & Common Facility Workshops and that of Director of Boilers.	

Designation	Additional Director(SSI)
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Powers	Administrative	Processing/monitoring matter concerning Small Scale Industries, District Industries , Centers, Rural Focal Points, National Programme on Rural Industrialization, District Industries Centers Schemes, Allocation of Raw Material for SSI Units, Scheme of Ministry of Food Processing Industry, Govt. of India.
	Financial	
	Others	
Duties	Processing/monitoring matter concerning Small Scale Industries, District Industries , Centers, Rural Focal Points, National Programme on Rural Industrialization, District Industries Centers Schemes, Allocation of Raw Material for SSI Units, Scheme of Ministry of Food Processing Industry, Govt. of India.	

Designation	Collector Land Acquisition.	
Powers	Administrative	<ul style="list-style-type: none"> <li data-bbox="889 296 1360 506">i) Inquiry for acquisition of land for companies under Land Acquisition Companies Rules. <li data-bbox="889 527 1377 684">ii) Report on objections under Section 5-A in the Land Acquisition Act. <li data-bbox="889 705 1328 800">iii) Report on claims under Section-9. <li data-bbox="889 821 1360 915">iv) Report on Land to be exempted for acquisition . <li data-bbox="889 936 1352 1094">v) Decision on application under Section 28-A of the Act. <li data-bbox="889 1115 1369 1335">vi) Reference to District Judge in case of dispute with regard to compensation, title of the land etc.

	Financial	<ul style="list-style-type: none"> i) Disbursement of compensation to the extent of 80% on urgent acquisitions under Section . ii) Disbursement of compensation on announcement of awards. iii) Disbursement of compensation as enhanced by District Judges. iv) Recovery of compensation paid in excess. v) Announcement of Land Acquisition Award with the approval of appropriate Government.
	Others	
Duties	Site inspections hearing of objection under section-5, settlement of claims under section-9, announcement of award of acquisition of land, disbursement of compensation to the land owners, reference petitions to District Courts and other duties provided in the Land Acquisition Act. Rules and FCR standing order-28.	

Designation	Joint Director(Admn/ Credit)	
Powers	Administrative	<p>i) Processing service matters of Group A, B, C & D employees of the Directorate of Industries & Commerce.</p> <p>ii) Processing and monitoring cases of recovery of loans and other dues .</p> <p>iii) Monitoring of PMRY Shame, Recovery of IFL, Seed margin money, State aid to Industrial Act 1935 and D.R.D.P. Processing of sick units for revival, Banks meeting.</p>
	Financial	
	Others	Issues of recovery certificate as appear of land revenue Act and issue of No Due Certificate under IFL Scheme Pre audit of scheme to be closed.
Duties	<p>i) Processing service matters of Group A, B, C & D employees of the Directorate of Industries & Commerce.</p>	

	<ul style="list-style-type: none"><li data-bbox="607 191 1349 289">ii) Processing and monitoring cases of recovery of loans and other dues.<li data-bbox="607 310 1175 352">iii) Processing and monitoring cases.
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Designation	Joint Director(Incentive/SSI)	
Powers	Administrative	i) Processing cases of incentives, subsidy to entrepreneurs. ii) Processing/monitoring matters concerning Small Scale Industries, District Industries , Centers, Rural Focal Points, National Programme on Rural Industrialization, District Industries, Centers Schemes, Allocation of Raw Material for SSI Units, Scheme of Ministry of Food Processing Industry, Govt. of India.
	Financial	
	Others	
Duties	i) Processing cases of incentives, subsidy to entrepreneurs. ii) Processing/monitoring matters concerning Small Scale Industries, District Industries , Centers, Rural Focal Points, National Programme on Rural Industrialization, District	

	<p>Industries, Centers Schemes, Allocation of Raw Material for SSI Units, Scheme of Ministry of Food Processing Industry, Govt. of India.</p>
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Designation	Joint Director-cum-Chief Coordinator(Udyog Sahayak)	
Powers	Administrative	<ul style="list-style-type: none"> i) Implementation of Industrial Policy of Punjab & Government of India with the view of facilitate the Development of Industries in the State of Punjab. ii) Monitoring time bound sanction/clearances for setting up of Industrial Units in Punjab. iii) Implementation of Punjab Industrial Facilitation Act, 2005.
	Financial	
	Others	
Duties	<ul style="list-style-type: none"> i) Implementation of Industrial Policy with the Implementation of Industrial Policy of Punjab & Government of India with the view of facilitate the Development of Industries in the State of 	

	<p>Punjab.</p> <p>ii) Monitoring time bound sanction/clearances for setting up of Industrial Units in Punjab.</p> <p>iii) Implementation of Punjab Industrial Facilitation Act, 2005.</p>
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Designation	Additional Controller of Stores Punjab.	
Powers	Administrative	<p>i) Appointment powers of Clerk and Group 'D'.</p> <p>ii) Delegated Powers of sanctioning of rate contracts.</p> <p>iii) All work relating to plan coordination.</p> <p>iv) To sanction earned leave of the employees as per rules.</p>

	Financial	<ul style="list-style-type: none"> i) To sanction non recurring expenditure upto Rs. 6000/- for any one item. ii) Leave encashment, GIS, Gratuity, Ex-gratia of Group 'C' & 'D' employees. iii) Sanction of GPF in respect of Group 'D' employees. iv) Sanctioning of Medical of all employees up to 5000/- v) Sanction of the LTC of Group 'C' & 'D' employees.
	Others	<ul style="list-style-type: none"> i) Issuing of NOC to Group 'C' & 'D' employees for getting the passport issued.
Duties	<ul style="list-style-type: none"> i) To forward proposal with recommendations for the final orders of Controller of Stores/Govt. in all cases of rate contracts. ii) To approve Registration as approved contractors. 	

Designation	Registrar of Firms and Societies.	
Powers	Administrative	Recruitment of Group 'C' and 'D' employees and punishment under P&A Rules.
	Financial	
	Others	
Duties	Registration of Firms and Societies in the State of Punjab.	

Designation	State Geologist.	
Powers	Administrative	<ul style="list-style-type: none"> i) Regulation, Development Extraction , Investigation of Minerals resources and other matters relating to minerals, mines in the State of Punjab. ii) Processing cases relating to prevention of illegal mining, auction of sites of mines , minerals etc. iii) Delegated powers of Director with regard to issuance of certificate of approval to the contractors. iv) Appellant Authority against the orders of Mining Officer under rule 54-F of Punjab Mines & Minerals Concession Rules 1964.
	Financial	<ul style="list-style-type: none"> i) Purchase of Stores upto Rs. 20,000/-. ii) Security refund upto Rs. 1 lac. iii) Execution of mining contracts upto Rs. 1 Crore.

	Others	
Duties	To supervise the work of mineral exploration, Geological, Geo-Technical, Geo-physical, Geo-hydrological Surveys' Recovery of royalty and defense of legal cases, implementation of statutory provisions of mineral regulations in the State.	

Designation	Geo-Technologist.	
Powers	Administrative	Controlling Officer of Geological Laboratory Mohali.
	Financial	
	Others	
Duties	<ul style="list-style-type: none"> i) To undertake and supervise Geo-Technical, Geo-hydrological, contour surveys etc. ii) Supervision of drilling work, drawing work etc. iii) To forward administrative files, cases relating to the Geological laboratory to State Geologist. iv) Cases relating to collection of royalty of Brick Kilns & related legal matters. v) Amendments to Acts & Rules pertaining to mineral regulation. 	

Designation	Geologist.	
Powers	Administrative	i) Regulation Development Extraction, Investigation of minerals resources and other matters relating to minerals, mines in the State. ii) Processing cases relating to prevention of illegal mining, auction of sites of mines and minerals etc.
	Financial	

	Others	
Duties	<ul style="list-style-type: none"> i) Regulation ,Development ,Extraction, Investigation of minerals resources and other matters relating to minerals, mines in the State. ii) Processing cases relating to prevention of illegal mining, auction of sites of mines and minerals etc. iii) Preparation of reports in legal matters pertaining to civil suits, writ petitions, etc. 	

Designation	Map Officer	
Powers	Administrative	Preparation of Geological, Geo-hydrological, Survey drawings and Reports etc

	Financial	
	Others	Looking of the day to day working of the Geological Laboratory, Mohali.
Duties	Preparation of Geological, Geo-hydrological, Survey drawings and Reports etc	

Designation	Driller	
Powers	Administrative	Various field jobs pertaining to drilling of bore holes and installation of tube well.
	Financial	
	Others	
Duties	Investigation, Development of Minerals, Mines etc.	

Designation	Survey Officer	
Powers	Administrative	Preparation of topography/ Contour Maps, Maps relating to Industrial Projects
	Financial	
	Others	
Duties	Preparation of topography/ Contour Maps, Maps relating to Industrial Projects	

Designation	Director Boilers.
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Powers	Administrative	<ul style="list-style-type: none"> i) Recruitment of Group 'C' upto Clerk and punishment under P&A Rules. ii) Issuance of Certificate relating to above matters iii) All matters relating to inspection of Boilers . Economizer Mountings & Fittings, pipes welding electrodes. iv) Holding examinations for Boiler Attendants. v) Issuance of certificates of competency of Boiler Attendant etc. vi) Issuance of certificate of competency welders. vii) Consideration of appeals against the decision of Assistant Director of Boilers. viii) Hold enquiry against misconduct of Boiler Act. ix) All other powers as laid down in Indian Boiler 1923, Punjab Economizer Rules, Punjab Boilers Act Rules 1961, & Rules made under India Boiler Act. 1923.
	Financial	
	Others	

Duties	<ul style="list-style-type: none"><li data-bbox="607 191 1398 296">i) Inspection Certification , regulation checking of fitting accessories of Boiler.<li data-bbox="607 296 1398 401">ii) Controlling & Implementation of Boilers Act.
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Designation	Senior Technical Officer (Modernization)	
Powers	Administrative	<ul style="list-style-type: none"> i) Modernization, up-gradation , quality improvement , technical know-how of Industrial Units, regulation of quality of industrial goods etc. ii) Processing cases of the above matter
	Financial	
	Others	
Duties	<ul style="list-style-type: none"> i) Modernization, up-gradation , quality improvement , technical know-how of Industrial Units, regulation of quality of industrial goods etc. ii) Processing cases of the above matter 	

Designation	Senior Technical Officer	
Powers	Administrative	<ul style="list-style-type: none"> i) Issue of Quality Marking Certificates. ii) Testing reports of finished goods.
	Financial	
	Others	
Duties	<ul style="list-style-type: none"> i) Calibration, testing, quality marking, development of Industrial good. ii) Processing of cases of the above matters. 	

Designation	Junior Technical Officer.	
Powers	Administrative	<ul style="list-style-type: none"> i) Calibration, testing, quality marking, development of Industrial goods. ii) Processing of cases of the above matters.

	Financial	
	Others	
Duties	i) Calibration, testing, quality marking, development of Industrial goods. ii) Processing of cases of the above matters.	

Designation	Deputy Director (Infra)	
Powers	Administrative	i) Processing of cases relating to Infrastructure like Industrial estates, Industrial Sheds etc. ii) Processing, monitoring cases of recovery of loan and other dues etc,
	Financial	
	Others	

Duties	<ul style="list-style-type: none"> i) Processing of cases relating to Infrastructure like Industrial estates, Industrial Sheds etc. ii) Processing, monitoring cases of recovery of loan and other dues etc,
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Designation	Deputy Director (Incentive)	
Powers	Administrative	Processing of cases of incentive, subsidy to entrepreneurs etc.
	Financial	
	Others	
Duties	Processing of cases of incentive, subsidy to entrepreneurs etc.	

Designation	Deputy Director (Data)	
Powers	Administrative	<ul style="list-style-type: none"> i) To process the cases of COB, IEM and Industrial licenses. ii) To update the Census data and conducting of Sample Survey. iii) Monitoring of work relating to SSI registration as per Govt. of India Policy.
	Financial	
	Others	
Duties	<ul style="list-style-type: none"> i) Processing the cases of COB, IEM and Industrial licenses. ii) Updating the Census data and conducting of Sample Survey. 	

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Designation	Deputy Director (Policy)	
Powers	Administrative	i) Implementation of Industrial Policy of State Government including Mega Projects. ii) Work relating other policies/ committees for facilitating Industrial investment in the State.
	Financial	
	Others	

Duties	<ul style="list-style-type: none">i) Implementation of Industrial Policy of State Government including Mega Projects.ii) Work relating other policies/ committees for facilitating Industrial investment in the State.
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Designation	Assistant Director(Ind.I/Plan Coordination)
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Powers	Administrative	<ul style="list-style-type: none"> i) Sanctioning of Leave of Group 'C' and 'D' employees. ii) Processing service matters of Group A, B, C & D employees. iii) All work related to Plan Coordination.
	Financial	<ul style="list-style-type: none"> i) Sanctioning of GIS. ii) Sanctioning of Leave-encashment.
	Others	
Duties	<ul style="list-style-type: none"> i) Processing service matters of Group A, B, C & D employees. ii) All work relating to Plan Coordination. 	

Designation	Assistant Director(Ind-2)	
Powers	Administrative	Processing service matters of Group A, B, C & D employees.
	Financial	
	Others	
Duties	Processing service matters of Group A, B, C & D employees.	

Designation	Assistant Director(Admn)	
Powers	Administrative	Processing service matters of Group A, B, C & D employees.
	Financial	
	Others	
Duties	Processing service matters of Group A, B, C & D employees.	

Designation	Information and Publicity Officer.	
Powers	Administrative	Matters relating to publicity advertisement and printing of Annual Administrative Reports of Industries Department.

	Financial	
	Others	
Duties	Matters relating to publicity advertisement and printing of Annual Administrative Reports of Industries Department.	

Designation	Joint Controller (F&A)	
Powers	Administrative	<ul style="list-style-type: none"> i) Drawl of pay and allowances the employer/employees of H.Q. ii) All matters pertaining to Stores, Govt. Vehicles, maintenance of office building. iii) All accounts matters pertaining to service matters, non-plan scheme, budget & audit paras etc.
	Financial	<ul style="list-style-type: none"> i) Purchase of stores upto 10,000/- ii) Sanctioning of Medical claims upto 25,000/-
	Others	
Duties	<ul style="list-style-type: none"> i) Processing cases relating to Sanctioning of refundable, non-refundable G.P.F. advances. ii) Exercise of D.D.O Powers vested by Finance Department. iii) Processing of loan cases i.e. House Building Advance, Scooter advance, Computer advance etc. 	

Designation	Assistant Controller(F&A)	
Powers	Administrative	As per powers delegated by the competent authority to assist the Joint Controller (F&A) in the exercise of his administrative powers.
	Financial	Delegated powers by the competent authority under the financial Rules.

	Others	<p>Assistant Controller (F&A) (Recovery) to pre audit the loan cases to be closed and issue of NOC in case of IRDP, Seed Margin Money & Punjab State Aid to Industries Act, 1935.</p> <p>Assistant Controller (EP) to monitor PMRY case & sick unit cases & Bank meeting of SLBC, SLIIC & SLMC or work to be routed through Joint Director(Credit)</p>
Duties	<ul style="list-style-type: none"> i) All accounts matters pertaining to service matters, non-plan schemes, budget, audit para etc. ii) All matter pertaining to Store, vehicles, maintenance of office building. iii) Processing of cases relating to the matter as mentioned . 	

Designation	General Manager, District Industries Centers.	
Powers	Administrative	<ul style="list-style-type: none"> i) Service Matter of Group-D employees. ii) To issue Sale Tax exemption eligibility certificate to eligible industrial units. iii) To issue registration certificates permanent/provisional to SSI units.
	Financial	<ul style="list-style-type: none"> i) To sanction investment cases of industrial units upto Rs. 5 lacs. ii) In case, Units opt for interest subsidy in lieu of sale tax exemption, GM is competent to sanction investment incentive and interest subsidy upto Rs. 8 lacs.
	Others	
Duties	<ul style="list-style-type: none"> i) Implementation of Industrial Policy, Development, Registration of the Industrial 	

	<p>Units , implementation of PMRY in the State.</p> <p>ii) Registration of Societies in the District as Additional Registrar.</p>
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Designation	Functional Manager.	
Powers	Administrative	Implementation of Industrial Policy, Development, Registration of the Industrial Units, implementation of PMRY in the State.
	Fi ncial	
	Others	
Duties	Implementation of Industrial Policy, Development, Registration of the Industrial Units, implementation of PMRY in the State.	
Designation	Project Manager, District Industries Centers.	
Powers	Administrative	Preparation of Industrial Projects performing other duties assigned by General Manager
	Financial	

	Others	
Duties	Preparation of Industrial Projects performing other duties assigned by General Manager.	

Designation	Senior Industrial Promotion Officer	
Powers	Administrative	Verification, collection of data of Industrial Units in the Urban Area of the Districts etc.
	Financial	
	Others	
Duties	Verification, collection of data of Industrial Units in the Urban Area of the Districts etc.	
Designation	Block Level Extension Officer.	
Powers	Administrative	Verification, collection of data of Industrial Units in the Development Blocks etc.
	Financial	
	Others	

Duties	Verification, collection of data of Industrial Units in the Development Blocks etc.
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