

Manual-5
(Chapter-6)

**A statement of the categories of documents that are held by
it or under its control**

6.1

Sr.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Rules	Punjab Civil Services Rules. Matters concerning establishment, surveys, retirement, leave, gratuity	The documents can be obtained from Govt. Press, Printing and Stationary Department, leading book sellers on payment	Personnel Department.
2.	Instructions	Instructions concerning all matters pertaining to industries.	Copy of instructions can be obtained from the concerned Branch Incharge. After adopting the procedure as given in the note.	Concerned Branch Incharge, Directorate of Industries & Commerce, Punjab, Chandigarh.
3.	Industrial Policies.	Industrial policies on the matters like incentive, allotment of land, special package of incentives, clearances for setting industrial units, designated kandi areas,	The copy of industrial policy can be obtained by making request to Chief Coordinator, Udyog Sahayak.	Chief Coordinator, Udyog Sahayak, Directorate of Industries & Commerce.

		incentive for units in and around rural units, inceptive for information technology etc.		
4.	Land Acquisition Act 1894 and its rules.	Matters concerning land acquisition, payment of compensation et c.	From leading book sellers on payment.	Available in market.
5.	Textile Policy	Policy for facilitating development of textile industry in Punjab.	Udyog Sahayak, Industries & Commerce, Department.	Chief Coordinator Udyog Sahayak Directorate of Industries & commerce.
6.	Industrial Facilitation Act, 2005	Time bound clearance for industrial projects.	Udyog Sahayak, Industries & Commerce, Department.	Chief Coordinator Udyog Sahayak Directorate of Industries & commerce.
7.	FCR standing orders No. 28	FCR standing order No. 28 and its amendments concerning procedure to obtain the land.	The copy of the orders can be obtained from the Collector of Land Acquisition/Revenue Department, Punjab Government Civil Secretariat.	Revenue Department.
8.	Civil Procedure Code	Matters concerning procedure of civil suit etc.	From leading book sellers on payment.	Available in market.
9.	Special Act like prevention of Corruption,	Matters concerning corruption, Inspection of	From leading book sellers on payment.	Available in market.

	Indian Boilers and its regulations etc.	Boilers etc.		
10.	Indian Stamp Act. Indian registration Act.	Matter concerning registration of sale, mortgage, wills etc.	From leading book sellers on payment.	Available in market.
11.	Registration of Firms and Societies Act.	Matters concerning registration of Firms and Societies.	From leading book sellers on payment.	Available in market.
12.	Punjab Industrial Estate Rules, 1959	Matters concerning allotment of plot, sheds, lease of plots, sheds etc.	The document can be obtained from Branch Incharge (Infra Section)	Branch Incharge (Infrastructure Branch)
13.	Sick Industrial Companies (Special Provision) Act.	Matters concerning land acquisition, payment of compensation et c.	From leading book sellers on payment.	Available in market.
14.	Mines & Minerals (Regulation and Development) Act. 1957	Matters concerning lease auctions.	From leading book sellers on payment.	Available in market.
15.	Punjab Minor Minerals Concession Rules, 1964	Matters regarding auction and lease of minor and minerals.	From leading book sellers on payment.	Available in market.
16.	Punjab Minerals (Vesting of Rights) Act. 1994.	Matters regarding acquisition of mineral rights .	From leading book sellers on payment.	Available in market.

17.	Punjab Minerals (Vesting of Rights) Rules 2003.	Matters regarding acquisition of mineral rights	From leading book sellers on payment.	Available in market.
18.	Industrial Dispute Act.	Matters concerning workers.	From leading book sellers on payment.	Available in market.
19.	Off the shelf scheme for allotment of land.	Matters concerning allotment and plots under off the shelf scheme.	The document can be obtained for making request to Chief Coordinator.	The Directorate of Industries & Commerce.
20.	Rules	Punjab Boilers Attendant Rules 1991. Matters regarding issuance of certificate of competency, penal action against Boiler Attendants etc.	Office of Director Boiler, Market.	Held by Govt. of India. Under the Control of Director Industries & Commerce, Punjab.
21.	Rules	Punjab Economies Rules 1958. Registration, transfer, other matters of economizers etc.	Office of Director Boiler, Market	Held by Govt. of India. Under the Control of Director Industries & Commerce, Punjab.
22.	Rules.	Rules Made under the India Boilers Act. 1923. Considering rules, functions, procedures of registration,	Office of Director Boiler, Market	Held by Govt. of India. Under the Control of Director Industries & Commerce, Punjab.

		inspection by Director Boiler, Assistant Director Boiler etc.		
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