

## **II**

### **The Powers and duties of its officers and employees.**

#### **ii) a. CASES TO BE DISPOSED OF AT THE LEVEL OF MINISTER-IN-CHARGE LEGAL AND LEGISLATIVE MATTERS:**

- 1. Proposals relating to Ordinances, Acts, Rules and Regulations including amendments.**
- 2. Annual Administration Reports.**
- 3. Work relating to Assembly and Parliament Questions .**
- 4. Assurances/Promises made by Ministers on the Floor of the House.**
- 5. Approval of periodical reports to be sent to Vidhan Sabha Committees.**

#### **ADMINISTRATIVE MATTERS:**

- 6. Appointments of Category A officers (of the rank of Assistant Director and above by Direct recruitment and promotion).**
- 7. Deputation and training abroad of Category A officers.**
- 8. All cases including service matters and transfers of Category A Officers regarding completion/ extension of probation period, dispensing with their services during probation period, Confirmation, Promotion, Seniority cases, vigilance/criminal cases disciplinary cases involving suspensions and revocation, major and minor penalty, cut in pension, ACPs cases, acceptance of registrations etc.**
- 9. All cases of compulsory/ premature retirement of Category A officers.**
- 10. Finalization of Annual/ Five-Year Plans of the Department.**
- 11. Finalization of Policy relating to the cadre strength of all categories of officers/officials in consultation with F.D. and Personnel Department.**
- 12. Appeals filed by Category A Officers.**
- 13. Framing/Amendment of all service rules.**
- 14. Transfers and Postings of Category A Officers.**
- 15. Appointment on deputation and training of officers within and outside India in respect of Category A Officers.**
- 16. Modification in the scope of Plan/Non-Plan schemes after fund has been earmarked by F.D/Planning Department.**

#### **FINANCIAL MATTERS**

- 17. Advances from the State Contingency Fund.**

**18. Cases relating to the recommendations of PAC/Estimates Committees when ripe for final decision.**

**GENERAL**

- 19. References required to be sent to the Government of India/ Governor/ Council of Ministers.**
- 20. Opening of I.T.I' s in the Private Sector.**
- 21. Approval of grant in aid , Affiliation and Admission policy of the Department.**

**ii) b. CASES TO BE DISPOSED of AT THE LEVEL OF ADDITIONAL CHIEF SECRETARY TO THE GOVERNMENT OF PUNJAB, DEPARTMENT OF TECHNICAL**

**EDUCATION AND INDUSTRIAL TRAINING.**

- 1. Tour Programme of Director, Technical Education and Industrial Training.**
- 3. Land acquisition final notification under section 6 of land Acquisition Act.**
- 4. Requisition to be placed with Punjab Public Service Commission for the filling up posts of Category A Officers.**
- 5 Purchase of staff cars.**
- 6. Disposing of matters relating to Punjab State Board Of Technical Education & Industrial Training.**
- 7. All miscellaneous matters not specified otherwise.**
- 8. Sanction to file appeals, applications and legal defence in court cases.**
- 9. Fixation of pay of Group-A officers.**
- 10 Continuance of temporary posts in consultation with finance department.**
- 11. All cases of creation/abolition of posts of Category C and Category D employees on the advice of Finance Department.**
- 12. Cases to be referred to Finance Department for individual schemes and posts approved as part of plan.**
- 13. Approval to make notifications under section 4 and 6 for acquisition of land for private parties/ Government, Semi-Government, Corporations/ Organisations.**

**ii) c. CASES TO BE DISPOSED OF AT THE LEVEL OF SECRETARY TECHNICAL EDUCATION AND INDUSTRIAL TRAINING**

- 1. Sending of periodical reports to Vidhan Sabha Committees.**
- 2. References to P.P.S.C./S.S.S. Board where no policy issue is involved.**

3. Sanction of time-barred claims in respect of pay, T.A. etc .of Officers/Officials and reimbursement of legal charges as per rules, for all categories.
4. Submission of plan documents and data to the Department of Planning after the plan has been formulated in consultation with the Secretary Planning.
5. Issuing of sanction after budget has been passed and concurrence of F.D. has been obtained (where the scheme has been rejected by F.D./Planning Department, it will go up to the level of Principal Secretary Technical Education and Industrial Training.
- 6 Filing of affidavits, replies applications, appeals, and petitions on behalf of Government in all courts in cases involving group-A Officers.
7. Referring cases to L.R. for advice.
8. Administrative approval to execution of schemes when funds are available.
9. Installation / shifting of telephones.
- 10 Purchase of typewriters.
11. Re-imburement of Medical Charges.
12. Clarifications on schemes after the funds have been earmarked.
13. Approval of service for the purpose of retirement and other benefits where such approval is required to be given by the State Government.

**ii) d. CASES TO BE DISPOSED of AT THE LEVEL OF DIRECTOR, DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING, PUNJAB.**

- 1) Appointing authority in cases of group-B,C & D (Except Group D of field )
- 2) To sanction leave travel concession to Group-A (except Additional /Joint Director)
- 3) To sanction remuneration to the employees dealing with student fund at the rate prescribed by the Government and norms laid down by it.
- 4) To sanction leave encashment after retirement to Group A (Except Additional Director and Joint Director).
- 5) To grant DCRG to retirees.
- 6) To grant ACP to non-gazetted staff of Directorate and field.
- 7) To sanction formal tour programme of Head of the Institution, other gazetted and non- gazetted staff of Directorate and field.
- 8) To grant leave to all group-A officers (Except ADIT/JDIT).
- 9) To grant causal leave to heads of the institutions.

- 10) To grant permission to acquire higher education, to group-A officers.
- 11) To issue experience certificate.
- 12) To grant permission for concessional bus passes to students of

**ITI.s. Financial Powers**

- 13) To sanction non-recurring expenditure under PFR rules
- 14) To sanction contingent expenditure of a recurring nature under PFR rules upto 10,000/-.
- 15) To sanction payment of demurrage charges out of contingencies upto Rs. 3000/-Rs.
- 16) To sanction payment of rent for office accommodation under PFR rules upto Rs. 5000/-
- 17) To sanction local purchase of Indian manufacture where no rate contracts of the Controller of Stores Punjab exists upto Rs. 1500/-in each case.
- 18) To sanction direct purchase of stores from the local market after exhausting all the approved sources of supply and rate contract arranged by the Controller of Store, Pb.
- 19) To sanction the purchase of ferro chemicals upto limit of Rs. 1500/- a year for each Ferro Printing office.
- 20) To declare the sale and disposal of stores of stock surplus or unserviceable etc. in departments upto Rs. 10000/-.
- 21) To sanction the writing off of losses, stores etc upto Rs. 10000/-.
- 22) To sanction the grant of non-refundable advance from G.P.Fund to Gazetted and Non Gazetted employees of the deptt.
- 23) To grant/ permit a Govt. employee to receive honorarium.
- 24) To sanction the reimbursement of medical charges of gazetted & non gazetted employees of the deptt. upto Rs. 25000/-
- 25) To sanction loans and advances to employees of the Deptt.
- 26) To sanction grant of annual increment to Group-A Officers of the Directorate.
- 27) To sanction expenditure on service postage stamps for use in Govt. Offices & Institutions.
- 28) To sanction expenditure in connection with Civil Suit instituted with the controlling authority as defined in Punjab Law Deptt. Manual.
- 29) To sanction expenditure in emergent cases on account of binding work executed locally.

- 30) To sanction the hiring of type writers of approved patterns for use in their offices and offices subordinate to them.
- 31) To sanction expenditure on the supply of electrical energy consumed in Govt. Offices/institutions.
- 32) To sanction the grant of temporary advance from G.P. Funds to gazetted and Non-Gazetted employees of the department.

**ii) e. CASES TO BE DISPOSED of AT THE LEVEL OF JOINT DIRECTOR,  
DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING  
(INDUSTRIAL TRAINING WING), PUNJAB.**

**The following powers are delegated to the Joint Director (I) (Industrial Training Wing)**

- 1) To sanction remuneration to the employees dealing with student fund at the rate prescribed by the Government and norms laid down by it.
- 2) To allow migration of trainee from one institute to another institute in respect of all the institutions as per approved rules.
- 3) To approve the tentative tour programmes and final Tour programmes of all the Group-A Officers except the officer working at Headquarter. The Tentative Tour Programme of Officers Working at Headquarter shall be approved by the DTE&IT, But their final tour programmes based on approved tentative tour programmes will be finally approved by Joint Director (IT)
- 4) To order suitable adjustment/posting of Group-C and D employees working at Headquarter.
- 5) To sanction Causal Leave to all Group-A officers of the field.
- 6) Sanction of honoraria etc to non-gazetted staff in terms of Punjab C.S.R.
- 7) To sign/issue appointment letter to the candidates recommended by Punjab Subordinate Service Selection Board/Departmental Selection Committee in respect of Group-C & D posts after the approval of DTE&IT.
- 8) JDIT will be the Controlling Officer of the Department of Industrial Training, Punjab.
- 9) To sanction annual increment to the Group-A officers of the department.
- 10) To sanction refundable & non-refundable G.P.F. Advance/House Building Advance/Scooter Advance to the employees of the department.
- 11) To sanctions final payment of G.P.F, Gratuity and G.I.S. to employees working in the department.

- 12) Sanction of Medical reimbursement to the employees and retirees upto the extent DTE&IT is competent.
- 13) To sanction study tours of trainees.
- 14) To sanction stipend of trainees.
- 15) Re-admission of the trainees.
- 16) Novation of contract of the apprentices engaged under the apprenticeship Act, 1961 on behalf of State Apprenticeship Advisor.

**DUTIES ASSIGNED TO OFFICERS (INDUSTRIAL TRAINING WING)**  
**AT HEADQUARTER (15/05/2017)**

ਲੜੀ ਨੰ:	ਅਧਿਕਾਰੀ ਦਾ ਨਾਂ ਅਤੇ ਡਿਊਟੀਆਂ ਦਾ ਵੇਰਵਾ ਅਹੁਦਾ	ਘਰ ਦਾ ਪਤਾ	ਟੈਲੀਫ਼ੋਨ ਨੰ:
1	ਦਲਜੀਤ ਕੌਰ, ਵਧੀਕ ਡਾਇਰੈਕਟਰ	ਵਿਭਾਗ ਦਾ ਸਾਰਾ ਕੰਮ	ਕੋਠੀ ਨੰ: 171 ਸੈਕਟਰ 36-ਏ, ਚੰਡੀਗੜ੍ਹ 5022367(O) 2608518(R) 9814704982
2	ਮਨੋਜ ਕੁਮਾਰ ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ	ਪ੍ਰਸ਼ਾਸਨ, ਟਰੇਨਿੰਗ, ਐਫੀਲੇਸ਼ਨ, ਪਲੈਸਮੈਂਟ ਅਤੇ ਅਪਰੈਂਟਿਸਿਪ, ਸੀ.ਓ.ਈ. ਸਕੀਮ ਦਾ ਸਾਰਾ ਕੰਮ ਅਤੇ ਐਸ.ਡੀ.ਆਈ. ਸਕੀਮ ਦਾ ਕੰਮ।	ਮਕਾਨ ਨੰ: 5022354 2867-ਬੀ, ਸੈਕਟਰ 42-ਸੀ, ਚੰਡੀਗੜ੍ਹ 9417754233
3	ਰੁਪਿੰਦਰ ਸਿੰਘ, ਉਪ ਡਾਇਰੈਕਟਰ	ਸਿਵਲ ਵਰਕਸ, ਆਰ.ਵੀ.ਆਈ.ਟੀ. ਭਾਰਤ ਸਰਕਾਰ, ਆਈ.ਟਾਟ. ਲਾਲਤੂ ਦਾ ਕੰਮ, Opening of New ITI's in unrepresented blocks under Kaushal Vikas Yojna Scheme of Government Of India. ਦਾ ਸਾਰਾ ਕੰਮ ਅਤੇ ਪੀ.ਪੀ.ਪੀ. ਸਕੀਮ ਦਾ ਕੰਮ (38 ਸੰਸਥਾਵਾਂ)	ਮਕਾਨ ਨੰ: 1613/ਏ, ਸੈਕਟਰ 38-ਬੀ, ਚੰਡੀਗੜ੍ਹ 5022364 9872826538
4	ਹਰਪਾਲ ਸਿੰਘ ਉਪ ਡਾਇਰੈਕਟਰ	ਪ੍ਰਸ਼ਾਸਨ ਸਾਖਾ-1 ਅਤੇ 2 ਰਾਜ ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ।	ਮਕਾਨ ਨੰ: 3718, ਸੈਕਟਰ 22 ਡੀ, ਚੰਡੀਗੜ੍ਹ 5022359 9417656651
5	ਵਿਜੈਇੰਦਰ ਧਵਨ ਉਪ ਡਾਇਰੈਕਟਰ	ਪਲੈਸਮੈਂਟ ਅਤੇ ਅਪਰੈਂਟਿਸਿਪ ਸਾਖਾ, ਪ੍ਰੀਖਿਆ, ਇੰਮਪਲੀਮੈਂਟੇਸ਼ਨ ਆਫ ਟਰੇਨਿੰਗ ਪਾਲਿਸੀ ਅਤੇ ਪੋਸਟ ਮੈਟਿਕ ਸਕਾਲਰਸਿਪ ਸਕੀਮ ਦਾ ਸਾਰਾ ਕੰਮ।	ਮਕਾਨ ਨੰ: 997/ਏ, ਸੈਕਟਰ 7-ਬੀ, ਚੰਡੀਗੜ੍ਹ 5022383 9815593993
6	ਅਮਰਜੀਤ ਸਿੰਘ, ਉਪ ਡਾਇਰੈਕਟਰ	ਮਸ਼ੀਨਰੀ, ਪ੍ਰੋਕਿਊਰਮੈਂਟ ਦਾ ਸਾਰਾ ਕੰਮ, ਯੋਜਨਾ ਸਾਖਾ, ਸੀ.ਓ.ਈ., ਆਰ.ਐਫ.ਡੀ. ਅਤੇ ਟੂਰਿਜ਼ਮ ਪ੍ਰੋਜੈਕਟ	ਮਕਾਨ ਨੰ: 2874-ਬੀ, ਸੈਕਟਰ 42-ਸੀ, ਚੰਡੀਗੜ੍ਹ 5022370 9814846799
7	ਮਨਿੰਦਰਪਾਲ ਸਿੰਘ ਪਲੈਸਮੈਂਟ ਅਫਸਰ	ਪੀ.ਪੀ.ਪੀ. ਸਕੀਮ ਦਾ ਕੰਮ, ਆਈ.ਆਰ.ਜੀ. ਅਤੇ	ਮਕਾਨ ਨੰ: 2202 ਸੈਕਟਰ 68, ਮੋਹਾਲੀ 5022381 9814669019

		ਐਮ.ਐਸ.ਡੀ.ਸੀ. ਦਾ ਸਾਰਾ ਕੰਮ, ਈ-ਸਮੀਖਿਆ/ਵਿਭਾਗ ਨੂੰ ਭਾਰਤ ਸਰਕਾਰ ਅਤੇ ਮਾਨਯੋਗ ਮੁੱਖ ਸਕੱਤਰ ਵਲੋਂ ਪ੍ਰਾਪਤ ਹੋਣ ਵਾਲੇ ਤੇ ਭੇਜੇ ਜਾਣ ਵਾਲੇ ਅਰਧ ਸਰਕਾਰੀ ਪੱਤਰਾਂ/ਜ਼ਰੂਰੀ ਪੱਤਰਾਂ ਦੀ ਕੋਆਡੀਨੇਸ਼ਨ ਦਾ ਕੰਮ।		
8	ਸੰਦੇਸ਼ ਕੁਮਾਰ ਉਪ ਕੰਟਰੋਲਰ (ਵਿੱਤ ਤੇ ਲੇਖਾ)	ਲੇਖਾ ਸ਼ਾਖਾ-1 ਅਤੇ 2 ਵਿਭਾਗ ਦੀਆਂ ਡੀ.ਡੀ.ਪਾਵਰਾਂ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿੰਗ ਦੇ ਆਡਿਟ ਪੈਰਿਆ ਸਬੰਧੀ ਨੋਡਲ ਅਫਸਰ ਅਤੇ ਪੰਜਾਬ ਸਟੇਟ ਸਕਿਲ ਡਿਵੈਲਪਮੈਂਟ ਸੁਸਾਇਟੀ ਦਾ ਕੰਮ।	ਪਿੰਡ ਭਬਾਤ, ਮਿਊਂਸਪਲ ਕੋਸਲ, ਜੀਰਕਪੁਰ ਜਿਲਾ ਮੋਹਾਲੀ।	5022315 9815917258
9	ਮੇਵਾ ਸਿੰਘ, ਕਾਰਜਵਾਹਕ ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਪ੍ਰਸ਼ਾਸਨ)	ਪ੍ਰਸ਼ਾਸਨ ਸ਼ਾਖਾ-1 ਸਹਾਇਕ ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ	ਮਕਾਨ ਨੰ: 691, ਸੈਕਟਰ-11, ਰਣਜੀਤ ਨਗਰ, ਖਰੜ, ਜ਼ਿਲ੍ਹਾ ਮੋਹਾਲੀ	5022361 9872983888
10	ਆਰ.ਪੀ.ਸਿੰਘ, ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ	ਪ੍ਰਸ਼ਾਸਨ-3, ਟਰੇਨਿੰਗ ਸ਼ਾਖਾ, ਨਿਰੀਖਣ ਸ਼ਾਖਾ ਅਤੇ ਐਫੀਲੇਸ਼ਨ ਸ਼ਾਖਾ ਸਮੇਤ ਐਮ.ਆਈ.ਐਸ.	ਕੋਠੀ ਨੰ: 283, ਫੇਜ਼-4, ਮੋਹਾਲੀ	5022380 9417013811
11	ਸਕਤੀ ਸਿੰਘ, ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ	ਪ੍ਰਸ਼ਾਸਨ ਸ਼ਾਖਾ-2 ਅਤੇ ਈ-ਗਵਰਨੈਂਸ ਦਾ ਸਾਰਾ ਕੰਮ	ਮਕਾਨ ਨੰ: 1879-80, ਸੈਕਟਰ 22-ਡੀ, ਚੰਡੀਗੜ੍ਹ	5022358 9463365283
12	ਸੰਦੀਪ ਸਿੰਘ ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ	ਯੋਜਨਾ ਸ਼ਾਖਾ-1 ਦਾ ਕੰਮ ਅਤੇ Opening of New ITI's in unrepresented blocks under Kaushal Vikas Yojna Scheme of Government Of India. ਦਾ ਸਾਰਾ ਕੰਮ।	ਮਕਾਨ ਨੰ: 2366 ਬੀ ਸੈਕਟਰ 63 ਚੰਡੀਗੜ੍ਹ	5022382 9872437172

## 2.2 Powers and duties of other employees:

S.no	Designation	Duties
1)	Superintendent	1 All the work of concerned branches is routed through the Superintendent of concerned branch etc.
2)	Senior Assistant	1 To deal the subjects allocated to him in the concerned branch etc.
3)	Junior Assistant/ Clerk	1 To maintain of dairy and despatch and to work as record keeper of the concerned Assistant of the concerned branch etc.
4)	Senior Scale Stenographer	1 Typing / Dictation and any other subjects given by the authority etc
5)	Junior Scale Stenographer	1 Typing / Dictation and any other subjects given by the authority etc.
6)	Steno Typist	1 Typing / Dictation and any other subjects given by the authority etc
7)	Restorer	1 Photostat and to restore the record

8)	Peon	1	Dusting of all branches, mail duty and other work and any other duty given by the higher authority
9)	Safai Sewak	1	Cleaning of the office building and they maintain the cleaning standard of office and any other duty given by the higher authority
10)	Chowkidar	1	To look after the office building and records after the office working hours and any other duty given by the higher authority
11)	Mali	1	To Maintain the garden

### 2.3 Rules/orders under which powers and duties are derived:

Punjab CSR, PFR, Department Notified Services Rules, etc.





