

Punjab State Agricultural Marketing Board

Punjab Mandi Bhawan, Sector-65A, S.A.S. Nagar (Mohali)-160062

Right To Information Act - 2005

2nd Manual: Powers & duties of officers & employees

The Officers of the Board perform duties and exercise powers as laid down in the Punjab State Agricultural Produce Markets Act, 1961 and regulations made there under. The Decision making powers vest in Chairman Board & Secretary Board. No decision making powers vest in the Assistants or the Branch Superintendents.

Designation		Chairman, Punjab Mandi Board
Powers	Administrative	Under rule 4(1) (a) The Chairman of the Board shall be responsible for the efficient administration of the organization and to carry out the provisions of the Act and the provision of those rules and to exercise general control over the employees of the Board and those of the Committees. The Chairman can discuss and call for any information or any aspect of the working of Board
	Financial	Under Rule 4 the Chairman Board is competent authority for approving the budget of the Committees and for responsible for the preparation of the annual budget of the Board.
	Others	(i) Apart from this, the Chairman, Punjab Mandi Board has to perform various functions under Act, Rules and Bye-laws of Punjab State Agricultural Produce Markets Act, 1961.
		(ii) Under rule 3-A of Punjab Agricultural Produce Markets (General) Rules, 1962 the meeting of the Board shall fixed by the Chairman and he shall preside over such a meeting.
		(iii) Agenda for the meeting's approved by the Chairman Board under rule 4 of the Punjab Agricultural Produce Markets (General) Rules, 1962 and also competent for supplementary agenda items during the meeting.
		(iv) The annual confidential report of Secretary, Punjab Mandi Board is initiated by the Chairman, Punjab Mandi Board. In respect of ACRs of officers which are initiated by Secretary, Punjab Mandi Board and Chairman, Mandi Board is the accepting authority.
		(v) Section 3 (9) of the Punjab Agricultural Produce Markets Act, 1961 Chairman shall exercise superintendence and control over the field.
		(vi) The reports to the Government are sent by Secretary, Punjab Mandi Board-keeping in view importance of the matter. On important policy matters, communications to the Administrative Secretaries/Ministers-in-Charge are sent by the Secretary Board which are approved by the Chairman Mandi Board.
Duties		The duty of the Chairman of the Board is to exercise his powers in a lawful manner.

Designation: Secretary

Powers	Administrative	
		<p data-bbox="635 266 1417 331"><u>Powers under the Punjab agricultural produce markets Act,1961</u></p> <ol data-bbox="683 367 1417 1966" style="list-style-type: none"><li data-bbox="683 367 1417 544">1. Under section 3 (11) of the Act the chairman or subject of his control Secretary of the Board has power to transfer the Secretary (Market Committee) or any employee dealing with the accounts of one committee to another committee.<li data-bbox="683 584 1417 761">2. Under section 9 of the Act the Secretary of the Board or any other officer authorized by him is the authority for granting license required under section 6 of the Act (At present the powers are with the Secretary Market Committee and same have been delegated to them.)<li data-bbox="683 801 1417 978">3. Secretary Board may suspend the license of a dealer under section 10 (2) of the Act after giving him an opportunity to show cause and may refuse the license to a dealer who does not fulfill the required conditions under sub section (3) of section10 <p data-bbox="683 1019 1417 1151">Secretary Board has the power to hear appeal against the orders of chairman, market committee, under sub section 4 of section 10 against suspension of license of a dealer by chairman of the committee.</p><li data-bbox="683 1191 1417 1294">5. If a market committee appoints a committee consisting of one member under section 19 of an Act, the resolution requires approval of the Secretary Board.<li data-bbox="683 1335 1417 1512">6. Under section 33 (1) of the Act chairman or Secretary of the Board or any other officer to whom the powers have been delegated under sub section (17) of section 3 have the power to call information, inspect, enforce attendance and to suspend actions etc. of committee.<li data-bbox="683 1552 1417 1684">7. Secretary Board may suspend the execution of any resolution or order of the committee under sub section (4) of section 33 of the Act of if such resolution or order is against Act, rules and byelaws.<li data-bbox="683 1724 1417 1827">8. Under sub section (5) of section 33 the Secretary Board has the powers to suspend a cancel the licenses of market functionaries issued under section 13.<li data-bbox="683 1868 1417 1966">9. Under section 40, the Secretary Board has the power to hear appeal against the orders by the market committee under section (13).

10. Secretary Board has powers under section 44(3) (a) to require amendment, alternation, rescission or adopt a new bye law.

11. Under section 13(1)(a) of the Act, the full powers of the Board are delegated vide memo no. 18(5)-m-1-87/1048 dated 8-12-1987 for the seasonal arrangement and arrangement regarding apni mandies.

II Powers under the Punjab Agricultural Produce Markets (General) Rules,1962

1. Under Rule 3 (1) (i) of the Rules for enabling the State Government to nominate non official members of the Board, the Secretary, Board, shall submit a panel of two names from each district.

2. Secretary, Board, has powers under sub rule (5) of Rule 18 of the Rules to decide whether these a person is exempted from taking license under section 6.

3. Under Rule 20(1) of the Rules, Secretary Board has powers to allow change in style and membership of firm where the licensee is holding a license under section 10 of the Act.

4. Under Rule 26(5) of the Rules, Secretary Board is entitled to inspect, examine and test any weighing instrument, weigh or measure used, kept or possessed by the licensee under section (10) or (13) of the Act.

5. Under Rule 29-A of the Rules the Secretary Board may give approval to the market committee to leave out on contract basis the collection of fee levied under section 23 of Act.

6. Secretary Board has the powers to hear appeals under sub rule (13) of Rule 31 of the Rules against assessment order made under sub rules (7) and (9) by the Assessing Authority. Vide office order no . 366, Secretary Board has authorized General Manager (Enforcement), Mandi board to hear and dispose of the appeals in which the assessed market fee is involved above Rs. 2 (two) lakh upto 5 (Five) lakh only. The appeals in which the assessed fee is involved above Rs. 5 (Five) lakh will be headed by the Secretary Board

7. Under section 13(1) (a) of the Act, the full powers of the Board are delegated vide memo no.18(5)-M-1-87/1048 dated 8-12-1987 for the seasonal arrangement and arrangement regarding apni mandies.

III. Powers under Punjab Market Committees Bye Laws

1. Under Bye law 12-B of the Bye laws, Secretary Board is empowered to give approval to a committee for lease out by public auction the collection of fee levied under section 23 of the Act read with Rule 29 (1) of rules in the notified market area at the rate fixed by the Board.
1. Secretary Board has power to nominate one official member from the head office to constitute the committee for finalize the tenders/auction.

IV. Powers under Services Rules

1. As per appendix 'C' framed under rule 14 of the Punjab Market Committees (class iii) Service Rules,1989.

Secretary Board is the 1st appellate authority in cases whom major punishment is awarded by Market Committee and is IInd appellant authority in cases where minor punishment is awarded by Market Committee.

2. As per appendix 'C' framed under rule 14 of the Punjab Market Committee (class iv) Service Rules,1989. Secretary Board is the II nd appellant authority where in minor or major punishment has been awarded by the committee,

V. Powers under the Punjab State Agricultural Marketing Employees (Conduct) Rules,1989

As per clause (e) of Rule 2 of above said rules, Secretary Board is the "prescribed authority" in case of employees of the board.

VI. Powers under Punjab State Agricultural Marketing Board and Market Committee Employees Provident Fund and Gratuity Rules,1965

As per sub- rules (4) of Rule 2 of the above said rules, Secretary Board is the 'administrator in case of the employees of board.

VII Powers under the Punjab State Agricultural Marketing Board (Engineering wing) Execution of works Rules, 1979

Under Rule 10 of said Rule, Secretary Board is

		<p>competent to grant administrative approval of works of any amount out of Punjab Mandi Board /Market Committee funds</p> <p><u>VII Powers under the Right to Information Act,2005</u></p> <p>Secretary Board is appellat authority against the decision of State Public Information Officer vide office order No.458 dated 15-5-2006.</p> <p>Other Administrative Powers.</p> <p>Secretary Board has power to grant approval in the cases of proficiency step up of employees (class I-IV) of the Board.</p> <p>Secretary Board is empowered to issue ‘No Objection Certificate’ to employees of the Board for the purpose of getting passport.</p> <p>Secretary Board, is empowered to engage Advocates to defend the cases on behalf of Board/market committees.</p> <p>A committee may with the previous approval of the Secretary Board, employ such officers and servants as may be necessary under section 20 (2). As per office order No. 1332 (1997), dated 7.10.1997, Secretary Board may grant approval only in those cases where market committee has employed the person for the first of the post concerned.</p> <p>As per decision taken vide Item No. 5 in the meeting dated 13-7-98 of Board of Directors. the Secretary Board, is empower to grant approval for publishing the advertisement in news paper, magazines and souvenirs etc., amounting up to Rs. 25000/- as per the instructions issued by the Government from time to time.</p> <p>Secretary Board is empowered to grant approval for transfer of the employees of market committee, where there is no common cadre and no provision of transfer is available in the services rules in cases where written consent of both the administrators of concerned market committee has been given. Similarly, Secretary Board is competent to grant approval in the cases of permanent change of cadre, as per decision taken vide Item No. 17 in the Board of Directors meting held on 13-7-1998.</p>
	Financial	<u>VIII Financial Powers</u>

		<p>i) As per the sanction accorded by the Govt. vide Memo No. 11(3)-I-87/ 9797/ CHD/ dated 17-9-1987, Secretary Board has been empowered to grant administrative approval for works up to 10 lac.</p> <p>ii) As per the sanction accorded by the Govt. vide Memo No. 11 (7) M- 1 -88/29578 dated 1-4-1988, Secretary Board has been empowered to grant 10 lacs out of contingencies and other expenditure and is empowered to reallocate any of the financial powers among Manager Finance/ Senior Account Officer.</p>
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Designation: Deputy Director (Admin.)

Powers	Administrative	<p>Deputy Director (Admin.) is the Head of Establishment & Administrative Branches. All cases regarding employees' leaves, promotions/ demotions/ transfers etc. are routed thru him/her.</p> <ol style="list-style-type: none"> 1. Earned Leaves of all employees/Officers except Branch Heads. 2. Repair of vehicles of Board. 3. Approval of LTC (except Branch heads). 4. Approval of moveable/unmovable property. 5. Proficiency step up cases of class 3 & 4 employees. 6. No objection certificates to class 3 & 4 employees for passport. 7. Besides this he is also the head of legal Branch.
	Financial	<ol style="list-style-type: none"> 1. Re-imburement of medical bills of general side 2. Power of payments upto Rs. 75,000/- on repair of vehicles, purchase of store items, including all type of advertisement bills. 3. Power of payments upto Rs. 50,000/- of ground rent of residential colony, sector-66 and sector -37 4. Powers for all types of annual maintenance contracts.
	Others	

Designation: General Manager (Finance & Accounts)

Powers	Administrative	<p>G.M. (F&A) is the supervisory heads of the Finance Department of Punjab Mandi Board and all the staff of Finance wing works under his supervision and control.</p>
	Financial	<ol style="list-style-type: none"> 1. Power to sanction tour programs within the state of the employees working in the Accounts Branch, except tour programs of Senior Accounts Officer(General), Senior Accounts (W) & Accounts Officer which will continue to be approved by the Secretary Board. 2. Sanction of reimbursement of medical claims/advance as per rules prescribed by Punjab Govt. from time to time. 3. Power to clear payment of electricity, water charges, Telex bills and Telephone bills as per the norm & if bill is in excess of the norm it will require approval

of the Secretary Board.

4. Power to clear payment /approve expenditure on maintenance and P.O.L. expenses of the Vehicles of the Board subject to the condition that if repair bill on any particular vehicle exceeds Rs.10,000/-,it shall need approval of the Secretary P.O.L., contingency and non-contingency payments as per approved budget of the Board and should be as per norms.

5. Power to pay Insurance Premium for Insurance of the Board Vehicle as per policy of the Board.

6. Power to allocate funds for monthly rents of buildings hired by the Board at Highers or in the Fields subject of course to the condition that initial hiring and rate of rent has been approved by the competent authority.

7. Power to sign agreements for Loan and surety bond as per standard Performa on behalf of the Board after loan has been sanctioned by the Secretary Board.

8. Power to sign cheques out of Marketing Development Fund after obtaining sanction of the proper authority to incur expenditure to Manager Finance jointly with senior accounts officer(G) up to Rs.50 lakhs,

9. Power to invest funds laying in GP Fund or pension fund of the employees, subject to the Rules and Policy of the Board.

Power to sanction/counter sign T.A bills after obtaining approval of the tour dairy from the competent authority in respect of Class –I- Officers.

10. Power to sanction refundable and non refundable loan to employees out of their own GP Fund as per the policy of the Board/Govt.

11. a) Power to grant T.A. advance to employee for the performing journeys for official purpose out side the state after the journey has been duly approved by the Competent Authority

b) Sanction for re-imburement of Travelling claims/Advance up to 50,000/- as per rules prescribed by Govt. from time to time.

12. Subject to audit, adjustment of advances given to various employees.

13. Power to sanction for contingent items provided the amount does not exceed Rs.10,000/-.Further, that requisition for the contingent item has been received

		<p>through the Officer Incharge of the Branch and the requisition is as per the norms /policy of the Board.</p> <p>14 Power to pass the final bill of the works done by Engineering wing of the Mandi Board.</p> <p>15. Sanction for release of final payment of G.P.F. On the retirement of employees.</p> <p>16. Sanction of the advance upto Rs. 20,000/- to the employees for the routine purposes of the Board.</p> <p>17. Power to purchase and maintenance (except works of Engineering wing) i.e. Computers, Printers and maintenance, Stationary items, bills of advertisements, expenses on Apni Mandies which are already approved by the competent authority. Powers to release the payments before ensuring the quality and quantity of goods.</p> <p>18. Power to release ex-Gratia to the legal heirs of the deceased employee before ensuring the quality and quantity of goods.</p>
	Others	<p>Apart from above General Manager being the head of the financial wing has to supervise the financial activity of the Board as well as Market Committees in the state of Punjab like finalization of annual budgets, to prepare the profit and loss accounts and balance sheet and to deal with Income Tax Dept. to settle the income tax cases.</p>
Duties		<p>To work under the provision of Punjab State Agricultural Produce Market Services Act 1961 & the Policies of the Board.</p>

Designation	General Manager (Enforcement)	
Powers	Administrative	<p>1. G.M (E) is the supervisory head of enforcement branch in the State of Punjab.</p> <p>2. Under Section 13(1) (a) of the Act, the powers of the Board are delegated vide memo no. 18(5)-M-1-87/1048 dated 8-12-1987 for the seasonal arrangement and arrangement regarding apni mandis.</p> <p>3. Vide office order no. 366, Secretary Board has authorized General Manager (Enforcement), Mandi board to hear and dispose of the appeals in which the assessed market fee is involved above Rs. 2 (two) lakh upto 5 (Five) lakh under rule 31(13) of The Punjab Agricultural Produce Markets (General) Rules, 1962 in the State of Punjab.</p>

		4. To entertain and decide appeal cases against the orders of the District Mandi Officer - cum - Information Officers under the Right to Information Act 2005 in the State of Punjab.
	Financial	-
	Others	Also monitor the day to day activities of the enforcement branch of the Board and of the Market Committees in the State of Punjab for the proper functioning.
Duties		To regulate the purchase, sale, storage and processing of agricultural produce under the Punjab Agriculture Produce Markets Act, 1961, rules and bylaws made there under.

Designation	Deputy General Manager (Marketing)	
Powers	Administrative	D.G.M.(M) is the supervisory head of Development, Flying Squad, Training and Publicity Branch.
	Financial	NA
	Others	Also monitor the day to day activities of the development, training and Publicity Branch at head office in the State of Punjab for the proper functioning of these branches.

Designation: General Manager (Project)

Powers	Administrative	General Manager (Project) is looking after the following work of Mandi Board:- 1. Planning, Designing and supervision of landscaping markets, M.C. offices, DMO offices, Kissan Bhawan, Kissan Haweli, Staff Colonies of the Board. GM (P) is the in charge of Apni mandies in all over the State Kissan Haweli. 2. GM(P) looks after the ongoing projects under taken by Punjab Mandi Board regarding development of new markets, additional platform, bulk handling (for wheat and paddy) electronic weigh scale/ bridges, collection centers, agri markets, agri marts, touch screen/LED based electronic display boards and cover sheds for providing modern amenities like collection, sorting, grading, packing lines, ripening chambers, Pack House, cold room, holding room etc. under taken under National Horticulture Mission Schemes, Development and Strengthening of Agricultural Marketing Infrastructure, Grading and Standardization, Multi State Agricultural Competitiveness (World Bank) Project, Direct Marketing of Agricultural Commodities (DMI) Developing of Modern/ Model Wood Market etc. 3. Appeal cases of allotment of plots of Mansa, Goniana and Maur Mandi.
	Financial	-
	Others	-

Designation: Engineer-in-Chief

Powers	Administrative	He will have overall administrative control i.e. All C.E.'s, A.E.'s, J.E.'s, Div. Accountants and other subordinate staff.
	Financial	He will exercise full technical powers and supervision over all works, including development of Mandis, construction and repair of link roads relating to areas falling exclusively within his jurisdiction (District: Amritsar, Tarantaran, Gurdaspur, Pathankot, Jalandhar, Kapurthala, Nawan Shehar, Hoshiarpur, Ropar, Patiala, Fatehgarh Sahib, Mohali and Chandigarh Local.
	Others	He will also monitor all works of Mandi Board relating to construction and repair of link road

Designation: Chief Engineer (North)

Powers	Administrative	He will have overall administrative control i.e. All A.E.'s, J.E.'s, Div. Accountants and other subordinate staff.
	Financial	He will exercise full technical powers and supervision over all works, including development of Mandis, construction and repair of link roads relating to areas falling exclusively within his jurisdiction (District: Amritsar, Tarantaran, Gurdaspur, Pathankot, Jalandhar, Kapurthala, Nawan Shehar, Hoshiarpur, Ropar, Patiala, Fatehgarh Sahib, Mohali and Chandigarh Local.
	Others	He will also monitor all works of Mandi Board relating to construction and repair of link road

Designation: Chief Engineer (South)

Powers	Administrative	He will have overall Administrative control i.e. All S.E.'s, E.E.'s, S.D.O.'s, Senior Architect and DTP.
	Financial	He will exercise full technical powers and supervision of overall works, including development of Mandis, construction and repair of link roads relating to areas falling exclusively within his jurisdiction (District: Ludhiana, Moga, Ferozepur, Faridkot, Mukatsar, Sangrur, Bathinda, Barnala, Abohar, Mansa).
	Others	He will also monitor all work in the Mandi Board relating to construction and repair of Mandies.

Designation: Superintending Engineer

Powers	Administrative	S.E. shall be responsible to the Chief Engineer for the Administrative and general professional control of all the works under the charge of the officers of the Engineering wing within his jurisdiction. His main functions and responsibilities shall be:- (i) to inspect various works within his jurisdiction to satisfy himself that the system of management prevailing is efficient and economical and in accordance with the required specifications and the desired standards; (ii) to issue, from time to time, such instructions and orders
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		for the guidance of the officers subordinate to him as will enable them to eliminate faults and short-comings found in their working and to discharge their duties in accordance with the requirement of the job;
	Financial	<p>(iii) subject to the control of the Chief Engineer, to exercise powers of according technical sanctions to the detailed estimates and of approving tenders of works as indicated in these rules</p> <p>(iv) to examine the register of works so as to keep a vigilant watch over the rates of works and where he considers it necessary to direct the Executive Engineer to report to him monthly or at longer intervals on a works slip Punjab Public Works Accounts form No. 38, the total expenditure to-date under each sub-head of a work compared with the sanctioned estimate;</p> <p>(v) to investigate excesses over sub-heads with a view to decide whether or not a revised estimate will be required for the work and when a revised estimate is required to see that it is submitted to the sanctioning authority in due time;</p> <p>(vi) to see that no delay is allowed to occur in the submission of completion reports or completion statements wherever necessary;</p>
	Others	<p>(vii) to examine the conditions of surveying and mathematical instruments and also the items of machinery, plant and equipment and to take suitable steps and issue necessary instructions to ensure that all these items are kept in good working conditions and are put to optimum use;</p> <p>(viii) to see that different articles in stock are duly verified according to the rules laid down and that there is no accumulation of stock of any item in a Division beyond its requirements;</p> <p>(ix) to proceed to any place in his jurisdiction and to report on any important design or work or any serious accident or threatened danger connected with the works within his charge;</p> <p>(x) to see that the authorized system of accounts is maintained;</p> <p>(xi) to inspect each Divisional Office in his jurisdiction at least once in a year to examine initial accounts,- accounts of stocks, tools and plants and stock manufacture, registers of works and other divisional books, mode of preparation of estimates , contract agreements , contractor's, accounts, system of recording plans and papers and office work generally and to review the position of the divisional accounts with the Executive Engineer concerned;</p> <p>(xii) to ensure that all periodical reports and returns due for submission to the Chief Engineer are sent in time ; and;</p> <p>(xiii) to call a meeting of the representatives of the contractors and Labour Co-operative Societies working in particular Division, at the Divisional Headquarters once in every six months for ascertaining up-to-date position of</p>

		running and final bills of the contractors and Societies and to ensure clearance of such bills.
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Designation Deputy General Manager (Patiala Circle)		
Powers	Administrative	<ol style="list-style-type: none"> Supervisory head of all type of enforcement, development, project, thrasher victims cases of Chandigarh Circle of Disstt. Ropar, Mohali, Patiala, Fatehgarh Sahib, Sangrur and Barnala. Powers of writing and counter sign the confidential report of subordinate. To conduct Administrative enquiries assigned by Secretary Board.
	Financial	Nil.
	Others	Nil
Duties		<ol style="list-style-type: none"> To enforce Act, Rules, By-Laws and constitution of Board under Punjab Agricultural Markets Act, 1961. Any other work assigned by Secretary Board.

Designation Deputy General Manager (Ludhiana Circle)		
Powers	Administrative	<ol style="list-style-type: none"> Supervisory head of all type of enforcement, thrasher victims cases of Ludhiana Circle and Jalandhar Circle. To entertain and decide appeal cases upto 2 lacs under rule 31(13) of PUNJAB Agricultural Produce Markets (general) Rules, 1962 of Bathinda, Faridkot, Kapurthala, Ludhiana and Mansa Districts. To write powers of writing and counter sign the confidential report of subordinates. To conduct Administrative enquiries assigned by Secretary Board. Represents Board as Estate Officer during auction of plots in mandies from time to time.
	Financial	Nil.
	Others	Nil
Duties		<ol style="list-style-type: none"> To enforce Act, Rules, By-Laws of Board in the jurisdiction of Ludhiana Circle. Grant-in-aid to PAU, Ludhiana and to provide scholarships to students studying there. To coordinate research projects under taken by Punjab Agriculture University, such as strengthening of Agricultural Marketing research and Post Harvest Technology Center at Ludhiana. Mega Projects Schemes. To conduct Administrative enquiries assigned by Secretary Board. To coordinate with GM (P) for the ongoing projects and will follow up the implementation of decision taken by the Empowered Committee of the

Designation: General Manager (Estate) Being Estate Officer

Powers		(i) to make the allotment of plots or auction of plots under these rules; (ii) to receive all payments of money under these rules; (iii) to sanction or refuse to sanction the building plan for erection or re-erection of any kind of building in a Market; (iv) to re-validate the sanction of building plan; (v) to stop unauthorized use of any building and to impose penalty for the disobedience of any order passed in this regard; (vi) to order the removal of persons and encroachments, in unauthorized occupation of any building by following due course of law ; (vii) to direct modification, it deemed necessary, of any sanctioned building plan of a building before its completion; (viii) to ensure proper maintenance and upkeep of any site and building; (ix) to issue notice to allottees, for the recovery of amounts due, along with interest or any other dues or for re-taking possession of a plots for breach of any other terms and conditions of allotment of plots; (x) to sign, sale or conveyance deed on behalf of the competent authority; (xi) to specify forms, registers, receipts and other record, whatsoever, considered necessary; and (xii) to perform such other functions as are incidental and co-related and are deemed necessary for the compliance of these rules”.
Deputy General Manager(Estate) Being Administrator New Mandi Township		
Powers		

Designation: System Analyst

Powers	Administrative	She is the Supervisory Head of Computer Section and Project. She writes confidential reports of its Staff.
	Financial	Nil
	Others	1. Punjab Mandi Board has 154 M.C.'s, 22 District Offices and Executive Engineer offices. Among these M.C.'s have been provided computers through DMI under AGMARKNET Scheme. The data is being provided to the portal of Central Govt. under the guidance of System Analyst. 2. Coordination with Central Govt. and other Govt. Depts. as far as computerization is concerned. 3. Coordination with trainings being given to employees

		<p>of field offices & H.O.</p> <p>4. Other computer related jobs, purchase, installation, AMC at H.O. only.</p> <p>5. Nodal Officer for Right to Information Act 2005.</p> <p>6. Nodal Officer for e-HRMS</p> <p>7. Nodal Officer for Digital Payment Information.</p>
Duties		<p>System Analyst is the in charge of Computer Department. She analyses the old working system of the office and then proposes methods, schemes for its computerization in the office. She plans and works for its implementation. The whole projects of different branches related to computerization come under her. Besides this, purchase of hardware, software, training, website etc. are under her supervision.</p>

Designation: Deputy Controller (F&A)

Powers	Administrative	Nil
	Financial	<p>1) Powers to sanction expenditure On P.O.L. upto Rs.1000/- subject to any annual limit imposed on consumption of P.O.L.by vehicles.</p> <p>2) Powers to sign cheques out of Marketing Development Fund Jointly with Accounts Officer upto Rs 3 lakhs.</p> <p>3) Powers to sign cheques out of Marketing Development Fund independently up to Rs.5000/-.</p> <p>4) Powers to act as Drawing & Disbursing Officer with regard to salaries of the employees posted at Headquarters.</p> <p>5) Powers to sanction payments for contingent items, provided the amount does not exceed Rs. 1000/- and provided further that requisition for contingent item has been made by the Officer-in-Charge of the Branch.</p> <p>6) To pass the final bill of the work done by the Engineering wing of the Board up to Rs.5 lacs.</p>
	Others	
Duties		To work under the Provisions of State Agricultural Produce Market Services 1961 & the Policies of the Board.

Designation: Executive Engineer (Civil)

Powers	Administrative	Executive Engineer shall be in charge of a Sub-Divisional Office and all works falling within the jurisdiction area of committees of two or more divisions as may be ordered by the Chief Engineer from time to time.
	Financial	<p>His main function and responsibility shall be:-</p> <p>i) to maintain detailed accounts of all works under execution in his Division and Contractors Ledgers as per system in vogue in the Punjab Public Works Department, Buildings and Roads Branch, irrespective of the fact whether the works are financed by the Board or by any of the Committees;</p> <p>ii) to get monthly account of all expenditure incurred,</p>

prepared by the Divisional Accountant and to submit the same to the Accounts Officer, normally by the tenth of the next month;

iii) to invite tenders for all major works and to execute agreements with the tenderers whose tenders are accepted by the Chief Engineer;

iv) to exercise a frequent inspection of check of all works under execution in this Division and to ensure that all works are executed according to approved specifications, designs and within the sanctioned financial provisions;

v) to ensure timely payment to all contractors, work-charged staff and labour engaged on daily wages basis;

vi) to arrange adequate supplies of all building materials like cement, steel and bricks etc which may be required to be supplied to the contractors under terms of agreements, or for use direct on works which may be taken up departmentally;

vii) to get prepared all rough cost and detailed estimates for major works either in the Divisional Office through the Divisional Head Draftsman or the assistant Engineer;

viii) to inspect each Sub-Divisional Office at least once a year and record his observations in the form of an inspection report, copy of which should also be sent to the Chief Engineer bringing out serious lapses, if any, in the working of the Sub-Division;

ix) to see that all machinery provided in the Division is well maintained and is made proper use of;

x) to check a suitable quantity of measurements records by the subordinate staff in respect of all major works before the same are finally paid for;

xi) to achieve Co-ordination with the Executive Electrical engineer of the board and the Executive Engineer Public Health of the Board for the proper and orderly execution of major works relating to buildings under his charge;

xii) to executive all buildings and roads works according to approved specifications and designs and within the provisions of sanctioned estimates;

xiii) to prepare and implements "Food for Work" Schemes wherever adopted;

xiv) to represent the board and committees in all arbitration proceedings in respect of the agreements executed by him, to

		<p>prepare defense for all such cases and get the same approved by the Legal Cell of the Board before submission to the Arbitrator;</p> <p>xv) if called upon to do so, to represent his Senior Officers in meetings at different levels;</p> <p>xvii) to maintain and upkeep the buildings constructed out of the funds of the Board or the Committees;</p> <p>xviii) to accord technical sanction to detailed Estimates upto an amount of one lakh rupees in each case (and to approve tenders of works as provided under rules.)</p> <p>xix/ To ensure that the work of all field surveys, leveling, collection of field data, etc. required for the preparation of estimates for works is carried out by the Sectional Officer or the Assistant Engineer correctly and proper checks are exercised by different officers in the field and otherwise to ensure the accuracy of the data on which the estimates are based; and</p>
	Others	<p>xx) to take prompt action in cases of dereliction of duty by the officers working under him and where necessary to take immediate action against the defaulting staff and to send detailed report to his immediate superior officer where serious lapses come to light.</p>

Designation: Executive Engineer (Electrical)

Powers	Administrative	Executive Engineer(Ph) shall be incharge of all street lighting works in Mandis and internal and external electrification of all building works including maintenance there of ;
	Financial	He will be responsible to the S.E. for the proper execution of all such works according to approved designs, specifications and within the sanctioned financial provisions, irrespective of the fact whether such works are financed by the Board or by the Committees.
	Others	

Designation: Executive Engineer (Public Health)

Powers	Administrative	Executive Engineer(Ph) shall be incharge of the execution of all water supply and Sewerage Schemes and public health part of all building works, original as well as maintenance,
	Financial	He will be responsible to the S.E. for the proper designing and execution of all such works according to approved designs, specifications and within the sanctioned financial provisions; irrespective of the fact whether such works are financed by the Board or by the Committees.
	Others	

Designation: Assistant Engineer

Powers	Administrative	<p>Executive Engineer (Ph) shall be incharge of a Sub-Divisional Office and will have jurisdiction over all works falling within the area of four or more sections as may be ordered by the Chief Engineer from time to time. He shall be an Assistant to the XEN and shall be responsible to him for the management and execution of all works falling within the Sub-Division. his main functions and responsibilities shall be:-</p> <ul style="list-style-type: none">i) to check at site and examine Nishans, survey plans and rough cost estimates prepared by the Sectional Officer, before submission to the executive Engineer;ii) to arrange and supervise the actual execution of all works in the Sub-Division in accordance with the sanctioned estimates, specifications, drawings and financial provisions;iii) to check the foundations personally in case of important buildings , bridges and culverts etc. to ensure the soundness and to record the measurements of all other underground items of works, before the same are concealed;iv) to maintain all initial accounts of expenditure on works in his charge to see that there is no excess over the sanctioned estimates and submit the same to the Executive Engineer every month;v) to take measurements of all important items of works such as foundations and steel reinforcement, and to check measure of all works measurements for which are recorded by the Sectional Officer. For the preparation of final bills of Originally works, he shall either record the measurements personally or exercise hundred per cent check if the measurements are recorded by the Sectional Officers;vi) to check the Muster rolls of labour employed and make payment to them personally in case of works under execution through departmental labour, and further to ensure that the progress achieved is commensurate with the expenditure incurred on labour and the same is within the sanctioned provisions. he shall also exercise occasional check over the labour;vii) to keep a vigilant control over expenditure and report progress of work to the Executive Engineer every month and also to report such progress to the higher authorities if so desired;viii) to check all stores in his Sub-Division twice a year and the Tools and plant articles once a year and to record a certificate of this check on the relevant document or register;
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		ix) to exercise proper care for the safe custody and appropriate use of funds of the Board or Committees as the case may be, which may be with him or his subordinates in the form of imprest, and render account of the same to his executive Engineer every month.
	Financial	
	Others	

Designation: Legal Advisor

Powers	Administrative	Legal Advisor is the supervisory head of the legal branch, which coordinate all the sections of the Board/Market Committees of the State in relation to legal matters. Presently the charge is given to DDA
	Financial	Legal Advisor is authorize to release the payment to the panel lawyers as per fixed norms/fees by the Board upto Rs. 20,000/-
	Others	To monitor the day to day activities of the legal branch. Legal branch coordinates all the branches at the head quarter of the Board, its offices in the field i.e. DMOs/DDMOs, Xens/S.D.O's etc. and of various Market Committees in the State.
Duties		To defend the cases by Board and also by various Market Committees the Advocates are engaged and help the various sections of the Board/Market Committees to file the replies in time and also to defend the cases in various Hon'able Courts. Legal branch also performs the duty to advice on the legal matters.

Designation: Deputy Legal Advisor

Powers	Administrative	She is the Deputy Head of Legal Branch, which works under her supervision.
	Financial	Nil
	Others	Nil
Duties		All the legal advice/ vetting and misc. work is put up directly to Legal Advisor.

Designation: Manager Kisan Bhawan, Sector-35-A, Chandigarh

Powers	Administrative	He is the Supervisory Head of Kisan Bhawan and all the staff deputed, reports to him. Presently the charge is given to G.M.(Estate).
	Financial	Up to 10,000/- as temporary advance used for Electrical, Public Health & Civil Works and upto Rs. 5,000/- as temporary advance used for Miscellaneous & Patty purchases..
	Others	<ol style="list-style-type: none"> 1. Supervision of the staff. 2. Overall in charge of employees. 3. Allotment/Booking of rooms/ banquet Hall/Conference Hall etc..

Duties		<ol style="list-style-type: none"> 1. To maintain peaceful atmosphere in Kissan Bhawan for comfortable stay. 2. To keep check on employees. 3. To get the duties performed in a lawful manner as per guidelines of Punjab Mandi Board. 4. To maintain the premises of Kisan Bhawan. 5. To keep check on laundry canteen etc.
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Designation: Training Lecturer

Powers	Administrative	<ol style="list-style-type: none"> 1. Works as supervising head of the Training branch and the staff of the Branch. All work is routed through the General Manager (Marketing). 2. Also exercised the powers of writing their confidential reports. 3. One superintendent, 1 Assistant, 1 Jr. assistant is handling the work of Training Branch.
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Handling all Training Programmes of officers and officials 2. Training the various persons working in Marketing Board/Market Committee regarding Act, Rules, Bye-Laws and Service rules of Marketing Board. All the computer trainings also conducted by the training Lecturer. 3. Conducting departmental/procedure exams of Mandi Board/Market committees employees. 4. To welcome visitors of the teams of delegated from other states, arranging their tours and meetings. 5. Training Programmes are arranged in collaborations with NIAM, Jaipur and Mahatama Gandhi Institute, sector-26, Chandigarh. Also. 6. Any other work assigned by the Secretary, Punjab Mandi Board.

Designation: Section Officer (Civil)

Powers	Administrative	Section Officer (Civil) shall be in charge of all works falling in the jurisdiction area of a section of a Sub-Division of the Board as may be ordered by Superintending Engineer irrespective of the fact whether such works are financed by the Board or the Committees themselves.
	Financial	
	Others	i) To prepare requisitions, plans and estimates of all minor works including special repairs, additions and alterations and submit the same to the Assistant

		<p>Engineer.</p> <p>ii) To give Nishans for all works to be done in his Sections;</p> <p>iii) to carry out all surveys and leveling work;</p> <p>iv) To supervise the execution of all buildings and roads works and repairs in his section through Contractors or departmental labour, and to ensure that the same are executed according to plans and specifications;</p> <p>v) To maintain a register of progress and instructions in case of major works and to present the same to Inspecting Engineering Officers of the Board whenever called for;</p> <p>vi) To arrange and employ labour within sanctioned rates in case of departmental execution of works and to ensure timely payment to all such labour;</p> <p>vii) to maintain accounts of all stock and Tools and Plants in his charge, and also to maintain register of materials at sites of works;</p> <p>viii) to make measurements of all works executed in his section and to assist the Assistant Engineer and the Executive Engineer in doing check measurements and also to take timely measurement of all items which are to get concealed.</p> <p>ix) To prepare running bills of all works and final bills of works up to one lakh rupees for submission to the assistant Engineer along with measurement books and also to record measurements of steel reinforcement whenever called for to do so.</p> <p>x) To supervise labour employed on daily basis and to submit labour reports to the Assistant Engineer daily.</p> <p>xi) To prepare, maintain and submit in time Muster Rolls of work charged establishment, if any under him, and to arrange timely payment of their wages;</p> <p>xii) To check each half-year, all the stores in his charge and to prepare half-yearly stock returns showing closing balances; and also to prepare and submit a yearly return of all Tools and Plants articles in his charge to the assistant Engineer;</p> <p>xiii) To keep the measurement Books, Muster Rolls and other relevant documents issued to him in safe custody.</p>
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Designation: Section Officer (G)

Powers	Administrative	Nil
	Financial	To check all bill/Payments made by Account (G) Branch.
	Others	Nil
Duties		To supervise all the work done by the Account Branch (G)

Designation: Research officer

Powers	Administrative	Supervisory Head of Project Branch
	Financial	Nil
Duties		Following Centrally Sponsored Schemes are dealt with in the Project Branch:- 1. Development Strengthening of Agricultural Marketing Infrastructure, Grading & Standardization. 2. Rashtriya Krishi Vikas Yojna (RKVY) 3. National Horticulture Mission (NHM) 4. Technology Mission on Cotton (TMC) 5. Multi State Agricultural Competitiveness Project (MACP) 6. Kinnow (Citrus) grading and waxing Lines. 7. In-corporation of Punjab Agri Export Corporation (PAGREXCO)

Designation: Assistant Research officers

Powers	Administrative	1. All work is routed through G.M.(E). 2. One A.R.O. & one clerk are handling the work of meeting Branch.
	Financial	Nil
	Others	Nil
Duties		Compile the information regarding the D.M.O.'s monthly meeting. Agenda fixed for monthly meeting which includes market fee and arrival of major crops and miscellaneous information as per agenda..

Designation: District Mandi Officer (Apni Mandi)

Powers	Administrative	Supervisory Head of Apni Mandi Branch at H.O. level and Apni Mandies in the state/U.T. Chd.
	Financial	
	Others	

Designation: Deputy District Mandi Officer (Apni Mandi)

Powers	Administrative	Supervisory Head of Apni Mandi Branch at H.O. level and Apni Mandies in the state/U.T. Chd.
	Financial	-
	Others	-

Designation: Secretary (Apni Mandi)

Powers	Administrative	Supervisory Head of Apni Mandi Branch at H.O. level and Apni Mandies in the state/U.T. Chd.
	Financial	
	Others	

Designation: Secretary (Market Committee)

Powers	Administrative	<p>1) The Secretary shall be the executive officer of the Committee. All office establishment of the committee shall be under his control, and all orders to any member of the staff of the committee shall pass through him.</p> <p>(2) The Secretary shall work under the control of the Chairman of the Committee.</p> <p>(3) The Secretary shall be entitled to attend all meetings of the committee or a sub-committee or a joint committee or an ad-hoc committee, except a meeting wherein anything pertaining to him or any of his relatives is to be considered.</p> <p>4) The Secretary shall advise the committee and its Chairman in the light of the provisions of the Act, rules and bye-laws framed under the Act and directions of the Board or of the Chairman of the Board issued from time to time and previous decisions of the committee. His opinion shall be recorded in the proceedings of the committee.</p>
	Financial	
	Others	
Duties		<p>1) It shall be the duty of the Secretary to carry into effect the provisions of Act, rules and by-laws framed under the Act and instructions of the Board, and the decision of the committee and of the Chairman of the committee consistent with the Act the rules and the bye-laws and instructions of the Board and of the Chairman of the Board and to effect maximum improvement in the market.</p> <p>2) The Secretary shall see that communications addressed to the committee by the Chairman or Secretary of the Board are dealt with promptly and efficiently and all correspondence between the Chairman or Secretary of the Board and the committee is laid before the Chairman of the committee for information or action as the circumstances may require.</p> <p>3) Subject to sub-rule(5) the Secretary shall have immediate responsibility for carrying on the day to day, working of the office of the committee, maintenance of accounts, punctual rendering of returns, monthly review of the progress made in the enforcement of the Act and safe custody of the cash, the common seal, the minute book & other records and assets of the committee.</p> <p>4) The Secretary shall make an annual assessment of the work of the employees of the Committee which he shall submit to the Chairman of the committee. The Chairman of the committee shall take his assessment into consideration while making final assessment of the work of the employees.</p>

Act, Rules and Regulations under which power and duties are derived:

Please refer to <http://mandiboard.nic.in/act-rules.htm>