

**GOVERNMENT OF THE PUNJAB
COMMUNICATION & WORKS
DEPARTMENT**

NOTIFICATION

No. E&A (C&W) EA-II/6-11/2018. Consequent upon constitution of Secretariat South Punjab for the South Punjab Region consisting of revenue jurisdiction of the Districts Bahawalnagar, Bahawalpur, Dera Ghazi Khan, Khanewal, Layyah, Lodhran, Multan, Muzaffargarh, Rahim Yar Khan, Rajanpur and Vehari, I, Secretary to the Government of the Punjab, Communication & Works Department, in exercise of powers under rule 10 of the Punjab Government Rules of Business, 2011, and in order to enable the Communication & Works Department, South Punjab, for smooth functioning, hereby delegate and notify the following powers in public interest, to Secretary of Communication & Works Department, South Punjab, with immediate effect:-

DELEGATION OF POWERS TO SOUTH PUNJAB DEPARTMENTS

SR#	NATURE OF POWER	MANNER OF EXERCISE AND EXTENT OF POWER
1.	Appointing Authority	Full Powers in respect of posts in BS-1 to BS-16 in terms of Rule 6 of Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974.
2.	Recruitment against various posts	Full Powers (BS-1 to 16), subject to Government Policy.
3.	Processing of Deputation cases	Full Powers
4.	Initiation of Disciplinary Cases	Full Powers in terms of prevalent law/rules, etc.
5.	Nomination for mandatory trainings, fellowship, fully-funded scholarships etc.	Full Powers to be exercised in consultation with Administrative Departments
6.	Suspension of employees	Full Powers (BS-1 to 16 in terms of prevalent law, rules)
7.	Termination / extension of contract appointment	Full Powers (BS-1 to 16)
8.	Allocation of Departmental business to various Wings, Sections and Branches through standing orders	Full Powers
9.	To review delegation of powers to various officers.	Full Powers
10.	Determining manner of disposal of cases	Full Powers
11.	Power to appoint an employee in an officiating capacity or substantively at two or more posts at one time	Full Powers (BS-1 to 16)
12.	Power to declare an Employee's HQ	Full Power
13.	Power to define limits of an employee's sphere of duty	Full Power
14.	Power to dispense with production of medical certificate on appointment	Full Powers in individual cases
15.	Power to allow period spent on extra ordinary leave to count for increments	Full Powers provided the leave was on account of illness or any other cause beyond the employee's control.


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16.	Power to permit an employee to undertake writing of books and receive royalties from their sale.	Full Powers, provided where the appointing authority is Chief Secretary or Chief Minister, prior approval of the Administrative Secretaries shall be obtained.
17.	Power to grant additional pay where charge of more than one independent post is held by an officer.	Full Powers
18.	Power to permit an employee to accept other employment during LPR	Full Powers in accordance with rules.
19.	Power to allow all kinds of leave except study leave	Full Powers (BS-1 to 18), subject to conditions laid down in Punjab (Civil Services) Delegation of Powers Rules, 1983
20.	Power to supervise the working of line Departments / Autonomous Bodies/ Agencies.	Full Powers
21.	Issuance of No Demand Certificate for the purpose of pension and GP Fund.	Full Powers up to Grade-18
22.	Powers to extend leave overstayed by employees.	Full Powers (up to BS-18)
23.	Powers to sanction arrears of Salary / Allowances	Full Powers (BS-1 to 18)
24.	Preparation and submission of all Budget proposals on existing / continuing basis.	Full Powers through Administrative Departments
25.	Powers to seek comments / information / clarification of relevant points from Attached Departments / Autonomous Bodies and other relevant Agencies/Organizations	Full Powers
26.	Inviting comments of Attached Departments / Autonomous Bodies and other relevant Agencies/Organization, on appeals, petitions, and representations.	Full Powers
27.	Forwarding of applications of employees	Full Powers (BS-1 to 18)
28.	Medical reimbursement to employees including retired employees.	Full Powers (BS-1 to 18) in accordance with relevant rules / policy.
29.	Final payment of GP Fund to the retired/retiring employees.	Full Powers (BS-1 to 18).
30.	Sanction for pension & commutation of pension according to title confirmed by AG Punjab.	Full Powers (BS-1 to 18)
31.	Powers to sanction claims for tours outside normal spheres of duties of employees	Full Powers (BS-1 to 18)
32.	Posting / transfers within South Punjab Departments.	Full Powers within (BS-1 to 18)
33.	Encashment of LPR.	Full Powers (BS-1 to 18)
34.	Fixation of Pay of officials / officers.	Full Powers (BS-1 to 18)
35.	Advances from the GP Fund to the serving Employees.	Full Powers (BS-1 to 18)
36.	Approval of Procurement Plan for the new Financial Year	Full Powers for the South Punjab

SR#	NATURE OF POWER	MANNER OF EXERCISE AND EXTENT OF POWER
37.	Advertisement on PPRA Website and / or in daily newspapers.	Full Powers through Administrative Departments
38.	Constitution of Purchase Committee	Full Powers
39.	Acceptance of Successful Bids	Full Powers
40.	Release of Performance Guarantee	Full Powers
41.	Initiation of Summaries	Full Powers (to be routed through the Administrative Departments)
42.	Correspondence with Divisional and District Administration.	Full Powers with the South Punjab
43.	Issuance of directions to line Departments other than policy instructions.	Full Powers
44.	References / Instructions to respective authorities to inform the facts and fate of the cases of various petitions and representations to the concerned petitioner / applicant.	Full Powers
45.	References / Cases regarding Financial Assistance pertaining to Bait UI Maal / BISP, etc.	Full Powers
46.	Cases regarding Grant-in-Aid	Full Powers subject to concurrence of FD
47.	References / applications pertaining to Overseas Pakistanis Commission, Punjab.	Full Powers
48.	Forwarding / Transmitting of directions / interim and final orders of the Supreme Court of Pakistan / Lahore High Court, Lahore to line Departments with the direction to submit Parawise comments and defend the cases in the court of law.	Full Powers
49.	To defend cases and watch the Govt. interest in cases of employees in the South Punjab Region in consultation with AD and Advocate General office.	Full Powers
50.	Fixation of personal hearing in appeals / petitions.	Full Powers
51.	Seeking information / clarification from various Departments / Organizations.	Full Powers within the South Punjab
52.	i) Disposal of general applications received in South Punjab Departments which do not fall under the purview of the Administrative Departments and are related to the Government. ii) Disposal of anonymous complaints / applications as per S&GAD's directions / policy.	Full Powers

CAPT (RETD) ASAD ULLAH KHAN
SECRETARY
Communication & Works Department

A copy is forwarded for information and necessary action to the:

1. Accountant General Punjab, Lahore.
2. Secretary to Governor of the Punjab, Lahore.
3. Principal Secretary to Chief Minister, Punjab.
4. Additional Chief Secretary, Punjab.
5. Additional Chief Secretary, South Punjab Secretariat.
6. Secretary (Regulations), Government of the Punjab, S&GAD.
7. Additional Secretary (General)/Staff Officer to Chief Secretary Punjab,
8. All concerned District Account Officers in the Punjab.
9. All Chief Engineers of C&W Department.
10. Chief Architecture, Punjab.
11. PS to Minister for C&W Department.
12. PS to Secretary, C&W Department.
13. PS/PAs to all Additional Secretaries, C&W Department.
14. PAs to all Deputy Secretaries, C&W Department.
15. All the Section Officers of C&W Department.
16. Incharge, IT Cell of C&W Department with the request to upload on official website of C&W Department.
17. Office File.


(MUZAMMAL HUSSAIN BHATTI)
SECTION OFFICER (GENERAL)