

## Chapter –4

### Manual-3

#### Rules, Regulations, Institutions, Manual & Records for Discharging Functions

PUNJAB GOVT. GAZ, (EXTRA) OCT. 20, 2000  
(ASVN 28, 1922 SAKA)

#### PART-1

#### DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS PUNJAB

#### Notification

The 20<sup>th</sup> October, 2000

**No.29-Leg./2000.**— The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 20<sup>th</sup> September, 2000 and is hereby published for general information: -

#### THE PUNJAB DAIRY DEVELOPMENT BOARD ACT, 2000 (Punjab Act No. 20 of 2000)

#### AN ACT

To provide for the creation of Punjab Dairy Development Board for coordination between the organizations engaged in dairy sector to uplift professional standard of the dairy industry in the State and to develop modern dairy farming technology system and to levy cess on the milk plants by abolishing purchase tax on milk.

Be it enacted by the Legislature of the State of Punjab in the Fifty- one year of the Republic of India as follows-

1. (1) This Act may be called the Punjab Dairy Development Board Act, 2000. *Short title and commencement*

(2) It shall come into force at once.

2. In this Act, unless the context otherwise requires: - *Definitions*

(a) 'Board' means the Punjab Dairy Development Board established under section-3;

(b) 'Fund' means the Dairy Development Fund constituted under section 13 ;

(c) 'State Government' means the Government of State of Punjab in the Department of Dairy Development;

(d) 'milk plant' means a milk handling, processing or manufacturing unit registered under the Milk and Milk Products Order, 1992 of the Government of India; and

(e) 'prescribed' means prescribed by rules made under this Act.

3. (1) That State Government may, by notification in the Official Gazette, establish for the purpose of carrying out the provisions of this Act, a Board to be called the Punjab Dairy Development Board. *Establishment of the Board*

(2) The Board established under sub-section (1), shall consist of the following, namely: -

(i)	Chief Minister, Punjab	:	Chairman
(ii)	Minister-in-charge of Animal Husbandry & Fisheries & Dairy Development	:	Deputy Chairman
(iii)	Minister for Cooperation	:	Deputy Chairman
(iv)	Chief Secretary to Government of Punjab	:	Ex-officio Member
(v)	Secretary to Government of Punjab Department of Finance	:	Ex-officio Member
(vi)	Secretary to Government of Punjab Department of Cooperation	:	Ex-officio Member
(vii)	Secretary to Government of Punjab Department of Animal Husbandry & Fisheries & Dairy Development	:	Ex-officio Member
(viii)	Secretary to Government of Punjab Department of Agriculture	:	Ex-officio Member
(ix)	Secretary to Government of Punjab Department of Local Government	:	Ex-officio Member
(x)	Vice-Chancellor, Punjab Agricultural University, Ludhiana.	:	Ex-officio Member
(xi)	Dairy Development Advisor, to be appointed by the State Government	:	Member
(xii)	Five representatives of milk plants, located in the State of Punjab to be nominated by the State Government out of which at least two shall be from the cooperative sector	:	Member
(xiii)	Four representatives of reputed milk producers to be nominated by the State Government	:	Member
(xiv)	Two representatives from the milk consumers organizations to be nominated by the State Government	:	Member
(xv)	Two representatives from the Punjab Dhojhi Union to be nominated by the State Government ; and	:	Member
(xvi)	One officer from amongst the Joint Secretary, Additional Secretary or Special Secretary working in the Department of Animal Husbandry, Fisheries & Dairy Development to Fisheries & Dairy Development to be nominated by the State Government.	:	Ex-officio Member Secretary

(3) The Board constituted in terms of sub-section (2), shall be body corporate having perpetual succession and a common seal with powers, subject to the provisions of this Act, to acquire and dispose of properties both movable and immovable and shall, by the said name, sue and be sued.

(4) The State Government shall exercise superintendence and control over the Board and its employees and may call for such information as it may deem fit.

(5) Subject to the rules made under this Act, the Board may frame regulations for transacting business at its meetings and for such other matters as may be prescribed.

(6) Subject to the rules made under this Act, an estimate of annual income and expenditure of the Board for the ensuing year shall be prepared and passed by the Board.

(7) The Board shall within a period of six months after expiry of each financial year, submit to the State Government, a report in the prescribed manner giving true and full account of the previous financial year.

4. The Board shall have its headquarters at Chandigarh or at such other place, as may be notified by the State Government in the Official Gazette. *Headquarters*

5. (1) The State Government may, by notification in the Official Gazette establish for monitoring and ensuring speedy implementation of the decision of the Board, a Committee to be called the Steering Committee. *Establishment of Steering Committee and its constitution*

(2) The Steering Committee established under sub-section (1) shall consist of the following, namely: -

(i)	Secretary to Government of Punjab Department of Animal Husbandry & Fisheries & Dairy Development	:	Chairman
(ii)	Vice-Chancellor, Punjab Agricultural University, Ludhiana.	:	Member
(iii)	Director, Animal Husbandry, Punjab	:	Member
(iv)	Director, Dairy Development, Punjab	:	Member
(v)	Managing Director, Milkfed, Punjab ; and	:	Member
(vi)	Two non Ex-officio Members of the Board to be nominated by the Board.	:	Member

(3) The Steering Committee shall meet as often as required and shall devise its own procedure to conduct its business.

6. (1) The term of office of members other than the Ex-officio Members, shall be three years. *Term of Office of*

(2) Notwithstanding anything contained in sub-section (1), a member whose term of three years has expired shall, unless the State Government otherwise directs, continue to hold office till his successor is nominated.

*Resignation* 7. Any member, other than the Ex-officio Member, may resign his office at anytime by tendering his resignation in writing to the State Government, and such member shall be deemed to have vacated his office on the acceptance of the resignation by the State Government.

*Removal of a member* 8. The State Government may, in the case of a member, other than an Ex-officio member, by an order in writing, by recording reasons thereof, remove any member from his office on the grounds that he.—

- (i) has abused his position;
- (ii) has been convicted by a court of law for an offence involving moral turpitude or has otherwise become insane or of unsound mind;
- (iii) is guilty of misconduct which in the opinion of the State Government renders him ineligible for becoming a member or
- (iv) has continuously absented himself from three consecutive meetings of the Board without the permission of the Board.

Provided that before issuing an order of removal, the State Government shall give such a member, a reasonable opportunity of being heard.

*Objectives of the Board.*

9. The Board shall be a nodal agency for coordinating, planning and organizing programmes of dairy development in consultation with the State Government so as to promote dairy sector on modern, scientific and commercially viable lines.

*Powers and functions of the Board.*

10. Subject to the provisions of this Act and the rules made there under, the Board shall exercise the following powers and perform the following functions, namely:--

(i) to effect coordination between all organizations engaged in dairy sector viz., the Directorate of Dairy Development the Directorate of Animal Husbandry, the Punjab Milkfed and other agencies, such as milk plants in the joint sector as well as in the private sector;

(ii) to uplift professional standards of the dairy industry in all its aspects through the Directorate of Dairy Development, Punjab, the Directorate of Animal Husbandry, The Punjab Milkfed and Milk Plants in the joint sector as well as in the private sector.

(iii) to coordinate formulation of policies in regard and production of milk and milk products.

(iv) to develop modern dairy farming technologies and systems for meeting the local demand of high quality milk and for promotion of the dairy industry for socio-economic uplift of milk producers.

(v) to established centres in rural areas for demonstration in the manner in which programmes can be taken up;

(vi) to plan and formulate policies for quick genetic upgradation and development of milk animals, where necessary, by arranging for transfer of technology from abroad with Government of India's prior approval;

(vii) to arrange and import new varieties of fodder seeds to increase the yield and nutrition of fodder crops and also equipment or machinery for their harvesting and conservation;

(viii) to take requisite measure to increase consumption of drinking milk and milk products through proper advertisement and other related channels of media;

(ix) to provide assistance of any kind to enhance the scope of export of dairy products;

(x) to plan and execute programmes of high level education, research and training in dairy technology and husbandry:

(xi) to secure funds from the State Government and other agencies; and

(xii) to exercise the necessary authority in respect of all matters, which are incidental and ancillary to the aforesaid for attaining the objectives of the Board.

11. (1) The Board may, with the prior approval of the State Government, create such posts and appoint such officers and other employees thereon, as it may consider necessary for the efficient discharge of its functions. *Officers and employees of the Board*

(2) The conditions of service of the officers and other employees referred to in sub-section(1), and their functions and duties shall be such, as may be determined by the regulations made by the Board under this Act.

12. (1) Subject to the rules made under this Act, there shall be levied for the purpose of this Act, a cess at the rate of ten paise per litre of the licenced capacity of a milk plant by abolishing the purchase tax being charged on milk. *Levy and collection of cess.*

(2) The cess levied under sub-section (1), shall be paid by the owner of the milk plant in such manner and to such person or officer as may be prescribed.

(3) The arrears of the cess levied under sub-section(1), shall be recoverable as arrears of land revenue.

13. (1) There shall be constituted a Fund to be called the 'Punjab Dairy Development Fund', which shall vest in the Board. *Constitution of Fund*

(2) The Fund constituted under sub-section (1), shall be administered by the Member-Secretary of the Board.

(3) The amount of cess paid to the person or officer prescribed under sub-section (2) of section 12, shall be credited to the Fund within such period as may be prescribed and grants from the State Government and local authorities shall also be credited to this Fund.

(4) The accounts of the Fund shall be audited annually by the Examiner, Local Funds Accounts, Punjab.

*Delegation*

14. If the Board is of the opinion that it is expedient to do so, it may delegate its powers and functions assigned to it under this Act to any of its functionaries.

*Powers of State Government to issue directions to the Board.*

15. The State Government may, from time to time, issue to the Board such directions as in its opinion, are necessary or expedient for carrying out the purposes of this Act and the rules made there under and the Board shall make compliance.

*Protection of action taken in good faith.*

16. No suit, prosecution or other legal proceeding shall lie against the State Government or any officer or employee of the State Government or the Board in respect of anything, which is in good faith done or intended to be done in pursuance of the provisions of this Act, rules or regulations made or any directions issued there under.

*Power to make rules.*

17. (1) The State Government may, by notification in the Official Gazette, make rules, carrying out the purposes of this Act.

(2) Without prejudice to the generality of the foregoing power, such rules may provide for.—

(a) the submission of report under sub-section (7) of section 3;

(b) the manner of collection of cess and the person or officer to whom it is to be paid ; and

(c) any other matter which it to be or may be prescribed.

(3) Every rule made under this section, shall be laid as soon as may be after it is made, before the House of the State Legislature while it is in session for a total period of ten days, which may be comprised in one session or in two or more successive sessions and if, before the expiry of the session in which it is so laid or the successive session aforesaid, the House agrees in making any modification in the rule or the House agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

*Power to make regulations.*

18. (1) The Board may, from time to time, with the previous approval of the State Government, make regulations not inconsistent with the provisions of this Act and the rules framed there under, for the purposes of giving effect to the provisions of this Act.

(2) In particular and without prejudice to the generally of the foregoing power, such regulations may provide for.—

(a) transacting the meetings of the Board ; and

(b) determining the conditions of service of the officers and other employees of the Board and their functions and duties under Section-II.

*Power to remove difficulties.*

19. (1) If any difficulty arises in giving effect to the provisions of this Act or by reasons of anything contained in this Act or in any other enactment for the time being in force, the State Government may, as occasion arises, by order, direct that this Act shall during such period as may be specified in the order, but not extending beyond the expiry to two years from the date of commencement of this, Act, have effect subject to such adoption whether by way of modification, addition or omission, as it may deem to be necessary and expedient.

(2) Every order made under sub-section (1), shall as soon as may be, after it is made, be laid before the State Legislature.

20. (1) the Punjab Dairy Development Board Ordinance, 2000 (Punjab Ordinance No. 8 of 2000), is hereby repealed. *Repeal and saving.*

(2) Notwithstanding such repeal, anything done or any action taken under the Ordinance referred to in sub-section (1), shall be deemed to have been done or taken under this Act.

**S.S. GREWAL,  
Secretary to Government of Punjab,  
Department of Legal & Legislative Affairs.**

#### **PART-1**

#### **DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS PUNJAB**

#### **Notification**

The 20<sup>th</sup> April, 2004

**No.22-Leg./2004.**— The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 8<sup>th</sup> April, 2004, and is hereby published for general information: -

#### **THE PUNJAB DAIRY DEVELOPMENT BOARD**

**(AMENDMENT)ACT, 2004**

**(Punjab Act No. 13 of 2004)**

#### **AN ACT**

further to amend the Punjab Dairy Development Board Act, 2000.

Be it enacted by the Legislative of the State of Punjab in the Fifty-fifth year of the Republic of India as follows: -

1. (1) This Act may be called the Punjab Dairy Development Board (Amendment) Act, 2004. *Short title and commencement*

(2) It shall be deemed to have come into force on and with effect from the 11<sup>th</sup> day of September, 2002.

2. In the Punjab Dairy Development Board Act, 2000 (hereinafter referred to as the principal Act), for the existing preamble, the following preamble shall be substituted, namely: -

*Amendment in the preamble the Punjab Act 20 of 2000*

“to provide for the creation of Punjab Dairy Development Board for providing milk producers with opportunities of getting a fair return for their labour and investment and to improve the profitability of the Dairy Industry of the State and to frame policies and issue instructions for safeguarding the interests of the milk producers, milk processors, dairy marketers and consumers”.

3. In the principal Act, in section 2, after clause (a), the following clause shall be inserted, namely: -

*Amendment of section 20 of Punjab Act 20 of 2000*

“(a) “dairy marketers” means any person, group of persons, firm or a company engaged in the purchase or sale of milk or other dairy products including the imports or exports of processed milk and milk products

4. In the principal Act, in section 3, for sub-section (2), the following sub-section shall be substituted, namely: -

*Amendment of section 3 of Punjab Act 20 of 2000*

“(2) The Board established under sub-section (1), shall consist of the following, namely: -

(i)	Chief Minister, Punjab	:	Chairman
(ii)	Minister-in-charge of Animal Husbandry & Fisheries & Dairy Development	:	Deputy Chairman
(iii)	Secretary to Government of Punjab Department of Finance	:	Ex-officio Director
(iv)	Secretary to Government of Punjab Department of Dairy Development	:	Ex-officio Director
(v)	Vice-Chancellor, Punjab Agricultural University, Ludhiana.	:	Ex-officio Director
(vi)	One representative of private milk plants and one representative of Co-operative milk plants located in the State of Punjab, to be nominated by the State Government.	:	Director
(vii)	Two representatives from the milk producers, to be nominated by the State Government	:	Director
(viii)	One representatives from the Punjab Dhojhi Union to be nominated by the State Government ; and	:	Director
(ix)	One representatives Consumers Associations, to be nominated by the State Government ;	:	Director

5. In the principal Act, in section 5, for the words “Steering Committee” wherever occurring, the words “Executive Committee” shall be substituted.

*Amendment of section 5 of Punjab Act 20 of 2000*

6. In the principal Act, in section 6, for the words “three years” wherever occurring, the words “one year” shall be substituted.

*Amendment of section 6 of Punjab Act 20 of 2000*

7. In the principal Act, for section 9, the following section shall be substituted, namely: -

*Substitution  
of section 9  
of Punjab  
Act 20 of  
2000*

*Objectives  
of the  
Board*

"9. The Board shall be an apex body for planning, organizing and implementing the programmes of dairy development so as to promote dairy sector on modern, scientific and commercially viable lines to enhance the quality of milk and dairy producers make dairying a viable alternative vocations in the process of diversification of agriculture and source for the transformation of farmers' economy by providing milk producers with the opportunities of getting a fair return for their labour and investment and to improve the profitability of dairy industry".

8. In the principal Act, for section 10, the following section shall be substituted, namely: -

*Substitution  
of section  
10 of  
Punjab Act  
20 of 2000*

*Powers and  
functions of  
the Board.*

"10. Subject to the provisions of this Act and the rules made there under, the Board shall exercise the following powers and perform the following functions namely: -

- (i) to function as an apex body for laying down policies implementing programmes, making recommendations to the State Government and issuing directions to any organization or agency of the State engaged in the dairy sector to achieve the objectives of the Board ;
- (ii) to undertake, finance or participate in any project aimed at in making research in dairy and to development dairy sector including introduction of and nurturing the latest technology in the field of dairy development ;
- (iii) to undertake, finance or participate in any project aimed at in making improvement in quality of milk and milk products with an objective to make them qualitatively globally competitive;
- (iv) to plan and formulate policies for quick genetic up gradation and development of milch animals by arranging technology from abroad with the prior approval of the Government of India wherever necessary;
- (v) to make investigations into any matter relating to the production, processing or marketing of any dairy product including the cost of producing, processing or marketing that product and determine the purchase and sale price of milk and milk products ;
- (vi) to enter into agreement with any State organization , National Dairy Development Board or any such International organization for the marketing of milk and other dairy products within or outside the country to provide for the co-ordinated marketing thereof and act as a nodal agency to facilitate export of milk and dairy products from the State of Punjab;
- (vii) to undertake and assist in the promotion of the use of milk and milk products, the improvement of their quality and variety and publication of information for wider publicity in relation to those products;

- (viii) to development modern dairy farming technologies and systems for meeting the local demand of high quality milk and promotion of the dairy industry for socio-economic upliftment of milk producers ;
- (ix) to arrange and import new varieties of fodder seeds to enhance the availability of fodder crops and also equipment or machinery for their harvesting and conservation;
- (x) to plan and execute programmes within or outside the country of high level education, research and training in dairy technology and animal husbandry including interactive training and exchange programmes;
- (xi) to formulate and implement Policies or programmes aimed at specifying the areas for the collection of milk for each milk plant;
- (xii) to promote registration of milch animals and Breed Associations ;
- (xiii) to assist the farmers to establish dairy units within or outside the country depending upon the viable opportunities ;
- (xiv) to promote village level chilling-cum-marketing and development centres to maintain quality of milk ;
- (xv) to secure funds from the Central Government, State Government or other agencies ;
- (xvi) to secure donations ; and
- (xvii) to exercise the necessary authority in respect of all matters, which are incidental and ancillary to the aforesaid for achieving the objectives of the Board".

9. In the principal Act, for section II, the following section shall be substituted, namely: -

*Substitution  
of section  
11 of  
Punjab Act  
20 of 2000*

*Officers  
and  
employees  
of Board*

"11. (1) The Chairman of the Executive Committee, established under sub-section (2) of section 5, shall be the Chief Executive of the Board and he shall hold office so long as he continues to be the Ex-officio Member-Secretary of the Board.

(2) For carrying out its functions, the Board shall appoint persons, who are professionally qualified, either by taking them on deputation from the State Government, Public Sector Undertaking or Organisations or engage them on contract basis".

*Omission  
of section  
12 of  
Punjab Act  
20 of 2000*

10. In the principal Act, section 12 shall be omitted.

11. In the principal Act, section 13, the following section shall be substituted, namely: -

*Substitution  
of section  
13 of  
Punjab Act  
20 of 2000*

*Constitution  
of the Fund*

"13. (1) There shall be constituted a Fund to be called the 'Punjab Dairy Development Fund', which shall vest in the Board. The Fund shall have the following contribution, namely: -

(i) a sum of money provided by the State Legislature by law out of the Consolidated Fund of the State constituting such proportion of the purchase tax on milk, as the State Legislature may think appropriate for being utilized for the purposes of this Act;

(ii) all sums of money that may be provided by the Central Government, State Government or Local Authorities ;

(iii) all sums of money received by way of grants, donations, benefactions, bequests and transfers ; and

(iv) all such sums of money as may be received by the Board in any other manner and from any other source.

(2) The Fund shall applied for achieving the objectives of the Board and meeting the expenditure to be incurred in relation thereto.

(3) The accounts of the Board shall be audited by an Auditor, duly qualified to act and to be appointed as an Auditor of Companies under the Companies Act, 1956 (Central Act 1 of 1956). The appointment of an Auditor and remuneration payable to him, shall be decided by the Board or the authority authorized by the Board in this behalf, on yearly basis. The Auditor so appointed, shall have at reasonable times an access to books, accounts and other documents of the Board".

12. In the principal Act, in section 17, in sub-section (2), clause (b) shall be omitted.

*Amendment  
of section  
17 of  
Punjab Act  
20 of 2000*

13. (1) The Punjab Dairy Development Board (Second Amendment) Ordinance, 2003 (Punjab Ordinance No. 10 of 2003), is hereby repealed.

*Repeal and  
saving*

(2) Notwithstanding such repeal, anything done or any action taken under the principal Act, as amended by the Ordinance referred to in sub-section (1), shall be deemed to have been done or taken under the principal Act, as amended by this Act.

**M.M. Aggarwal,  
Secretary to Government of Punjab,  
Department of Legal & Legislative Affairs.**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF ANIMAL HUSBANDRY AND  
FISHERIES & DAIRY DEVELOPMENT**

**Notification**

The 25<sup>th</sup> July, 2000

**No.G.S.R. 66/P/O.8/2000/S. 17/2000.**— In exercise of the powers conferred by section 17 of the Punjab Dairy Development Board Ordinance, 2000 (Punjab Ordinance 8 of 2000) the Governor of Punjab is pleased to make the following rules, namely: -

1. (1) Short Title, Rules and Commencement.—These rules may be called the Punjab Dairy Development Board, Rules, 2000.

(2) They shall come into force at once.

2. **Definitions:--** In these rules, unless the context otherwise requires,--

(a) 'Director' means the Director, Dairy Development Department, Punjab;

(b) 'Form' means a Form appended with these rules;

(c) 'Ordinance' means the Punjab Dairy Development Board Ordinance, 2000 (Punjab Ordinance 8 of 2000);

(d) 'Owner' means Owner of the milk plant which includes its Director, Manager or any other person with whatever designation he may be called ; and

(c) 'Quarter' means a quarter of a financial year commencing from:

1<sup>st</sup> April to 30 the June

1<sup>st</sup> July to 30<sup>th</sup> September

1<sup>st</sup> October to 31<sup>st</sup> December

1<sup>st</sup> January to 31<sup>st</sup> March

(f) 'Section' means a section of the Ordinance.

3. Submission of reports.—For the purpose of sub-section(7) of section 3, the Board shall submit, its reports of income and expenditure and Balance Sheet in Form-A and Form-B.

4. Manner of Collection of Cess.—(1) The cess levied under section 12 shall be paid by the owner by way of Bank Draft in favour of the Director.

(2) The cess levied shall be paid each quarterly or part thereof.

(3) The owner shall ensure that the Bank Draft, so issued in favour of the Director alongwith Form 'C' duly filled in reaches the Head Quarters of the Director by the 7<sup>th</sup> day of the next month ending the quarter for which the cess is paid.

(4) The Bank Draft received by the Director under sub-rule (3) shall be deposited in a Nationalized Bank by opening a current or saving account in the name of the Director.

5. In case the cess referred in rule 4 is not paid by the stipulated period mentioned in sub-rule (3), the owner shall be deemed to be in arrears of such cess and it would be recoverable as arrears of land revenue as specified in sub-section (3) of section 12.

6. The Director shall transfer the amount of cess so collected to the Punjab Dairy Development Fund constituted under section 13 through a accounts payee cheque by the 15<sup>th</sup> day of nest month of the quarter for which such cess is meant.

**PURCHASE PROCEDURE**

S. No.	Existing Provisions (as per Govt.)	Provisions for PDDB
Letter No.14/13 0/78-61B (2)420, dated 29.12.78 Clause-I	All the Head of Departments will declared direct demanding Officers for the operation of DGS&D rate contracts. However, if the Controller of Stores of Punjab, has arranged the rate contract for any of these items, it will be incumbent upon the Purchasing department to make Purchase against that rate contracts.	The Addl. C.E.O is vested the powers of Head of the Department as he enjoys the same status in the department.
Clause II	Standing Purchase Committees may be set up in all the Departments with the approval of the Finance Department. These committee will function independently of the stores purchase organisation and he functions of servicing these committees will stand transferred from store purchase organisation to these Departments. In case of major Departments at the time of approving constitution of the committees, Finance Department will put a representative of the Stores Purchase Committee, the Convenor of these Committees will be Head of the concerned executive department.	Standing Purchase Committee will be set upon with the approval of the competent authority. This Committee will function independently for the purpose of store purchase. The Standing Purchase Committee is constituted as follows. Addl. C.E.O Chairman Joint Director, Dairy Member Joint C.E.O Member Dy. C.E.O(A) Member Supdtt, Gr-I, Dairy Member  Simple majority will constitute a valid quorum and majority decision of the present members in the meeting will be a valid decision
iii)	There will no ceiling on the Financial Powers of these Purchase Committees except where the purchase of single item costing more than Rs.10 lacs in involved, the approval of the Govt. in the concerned Administrative Department will be obtained.	There will be no ceiling on the financial powers of the Standing Purchase Committee except where the purchase of single item costing more than Rs. 10 lac is involved, the approval of Chief Executive will be obtained. Chief Executive will vest the powers of the administrative department.
iv)	The Financial Powers regarding purchase of stores from the local market as enumerated in serial no.20 of rule 19.6 of Punjab Financial Rules, Volume I be enhanced as indicated in Annexure I to this letter.	The Financial powers regarding the purchase of stores from the local market as enumerated in S. No. 20 of rule 19.6 of P PFR Vol. I are delegated as under :  Chief Executive - Rs. Five lac Addl. C.E.O. - Rs. One lac Per item at one time
v)	The condition requiring invitation of tenders through DGS&D in respect of machinery or stores of imported origin of value exceeding Rs.2 lac as given in Rule 2 of the Stores Purchase Rules be deleted and the purchase of such machinery or stores should be made through the Stores Purchase Organisation of the	The purchase of machinery or stores of imported origin of value exceeding Rs.10 lac shall be made by the Standing Purchase Committee with the approval of Chief Executive.

	state.	
vi)	The limits for making purchase without inviting quotations as laid down in Rule of the Stores Purchase Rules, be raised from Rs.50/- to Rs.500/- per item subject to the condition that the total value of such purchase does not exceed Rs.10,000/- in a year.	The limits for making purchase without inviting quotations as laid down in the rule 7 of the purchase rules be raised to Rs.2,500/- per item at one time without any limit of total value.
<b>PER Vol.II Rule-7</b>	Tenders/quotations shall be invited by the authority competent to do so. Wherever it is not in the public interest to call tenders or quotations, the State Government in the Industries Department may dispense with procedure by an order in writing.	Tenders/quotations shall be invited by the authority competent to do so. Wherever it is not in the public interest to call tenders or quotations the competent authority may dispense with the procedure by an order in writing.
<b>Rule-8 (i)</b>	All indents valuing Rs.5,000/- or over shall be advertised by the Punjab Stores Department in the press in a consolidated tender notice. Copies of tender notices shall simultaneously be forwarded to makers or their branch offices in India or accredited agents whose lists are sent by the Indenting Officer as also those suppliers whose addresses happen to be available on approved list of the Punjab Stores Department. It shall invariably be specified in the tender notice that the power is reserved to reject any or all.	All indents valuing Rs.1 lac or above shall be advertised by the Board in the press in a consolidated tender notice. Copies of tender notices shall simultaneously be forwarded to makers or their branch offices in India or accredited agents whose lists are sent by the Indenting Officer as also those suppliers approved list of the Board. It shall invariably be specified in the tender notice that the power is reserved to reject any or all.
Rule-17	Where the suppliers are required to quote on the prescribed tender form, the following tender fee is fixed:	Where the suppliers are required to quote on the prescribed tender form, a tender fee of Rs. 100/- is fixed.
	<b>Estimated value of the order</b> i) Upto Rs.30,000/- ii) From Rs.30,000/- to Rs.50,00/- iii) Above Rs. 50,000/-	<b>Cost of Tender</b> Rs.10/- Rs.15/- Rs.20/-

<b>Rule-18</b>	<p>Limited Tender System (a) by inviting quotations from a large number of registered firms. This system shall be adopted only for immediate requirements of stores and the emergency shall be established and certified by the Indenting Officer in writing and unless competitive tenders from at least 6 firms are received the quotations shall be rejected. If the demand happens to be very urgent the authority, next above the Indenting Officer, may be consulted before rejection and if the authority recommends that the purchase be effected on the basis of the number of tenders received and certifies that the rates in tender proposed to be accepted are reasonable, suitable action shall be taken in the Punjab Stores Organisation after referring the matter to the authority next above that ordinarily competent to sanction purchase.</p> <p>The financial power of officer of Punjab Stores Department for calling such quotations shall be determined and fixed Government from time to time.</p>	<p>Limited Tender System (a) by inviting quotations from a large number of registered firms. This system shall be adopted only for immediate requirements of stores and the emergency shall be established and certified by the Indenting Officer in writing and unless competitive tenders from at least 6 firms are received the quotations shall be rejected. If the demand happens to be very urgent the authority, next above the Indenting Officer, may be consulted before rejection and if that authority recommends that the purchase be effected on the basis of the number of tenders proposed to be accepted are reasonable, suitable action shall be taken in the Punjab Dairy Development Board after referring the matter to the authority next above that ordinarily competent to sanction purchase.</p> <p>The financial powers for calling such quotations shall be as fixed in (iv) above .</p>
<b>Rule 18 (c)</b>	<p>By purchase committee approved by Govt. from time to time where it is not possible to obtain competitive tenders or quotations or to lay down comprehensive and complete specifications the purchase shall be made by purchase committee as may be appointed by the competent authority from time to time.</p>	<p>By purchase committee approved by Chief Executive from time to time where it is not possible to obtain competitive tenders or quotations to lay down comprehensive and complete specifications the purchase shall be made by the competent authority from time to time.</p>
<b>PFR Vol. I Rule 1.12</b>	<p>Competent Authority in relation to the exercise of any power means the Administrative Department concerned acting in consultation with the Department of Finance or any other authority to which the relevant powers may be delegated.</p>	<p>The Competent Authority in relation to the exercise of any power means the Chief Executive.</p>