

GOVERNMENT OF PUNJAB



CITIZEN CHARTER

**DEPARTMENT OF EMPLOYMENT GENERATION,
SKILL DEVELOPMENT AND TRAINING,
GOVERNMENT OF PUNJAB**

**Directorate Employment Generation, Skill Development & Training,
SCO No. 47/1, Sector-17E, Chandigarh.**

2021-22

Citizen's Charter is tool for facilitating the delivery of services to citizens with specified standards, quality and time frame, with commitments from the Department and its citizens, though not legally enforceable.

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Introduction

A new Department of Employment Generation, Skill Development and Training has been carved out of the Department of Labour and Employment vide Govt. Notification No. 18/16/2007-GC(2)/7219 Dated 11.04.2007 and 31.07.2007. The Citizens charter represents the commitment of the department towards standard, quality, time frame of service delivery, grievance redress mechanism, transparency and accountability. The Department of Employment Generation, Skill Development and Training, Punjab in its efforts to provide more opportunity of job for unemployed youth and citizen friendly governance endeavored to operationalize this charter. This citizen Charter aims at making the services rendered by the Department of Employment Generation, Skill Development and Training, Punjab accessible, quick, utility based and user friendly.

Vision:

To provide employment facilitation and counseling to each and every

student/candidate/unemployed youth and to create a data bank of Skilled/unskilled Punjabi youth so that facilitation can be done in a target oriented manner.

Mission:

- Registration of job-seekers for employment assistance manually and on PGRKAM portal and National Career Service (NCS) portal.
- Facilitation to get employment in various sectors and placement of registered candidates
- Vocational Guidance and Career counselling Programme to registered candidates to make them employable.

Functions :

1) FUNCTIONS OF THE DEPARTMENT:-

1. Department registers candidates who come on their own to its offices. Officers of the department also motivate students and candidates to get themselves registered for employment assistance through their talks delivered during various V.G programmes. The department renders all its services free of cost.
2. Placement of registered candidates is carried out through notified vacancies, advertised vacancies and RozgarMelas.
3. Department provides guidance, Counselling awareness through its various vocational guidance programmes like Career talks, Career Conferences/Exhibitions, Self-Employment Camps, Individual guidance and one month Mass counseling programme.

4. Department implements EMI programme through Establishment Reporting System. Employment Exchanges are responsible for collecting regularly information about employment in Private Sector as well as in the Public Sector through Collection of E.M.I Returns under Compulsory Notification of Vacancies Act, 1959.
5. Department disburses unemployment allowance to its registered eligible candidates as per norms.
6. To enhance employability of unskilled/semi-skilled youth, the department is implementing Skill Development Initiatives Programmes through various schemes.
7. To provide training to its employees/officers through State and Central Government training agencies.

The Bureau will have the following functions:

One Stop Platform: To provide one stop platform for facilitating employment including overseas employment, skill training, self-employment, enterprise and entrepreneurship development at the district level

Coordinate and Monitor Implementation of Schemes: To coordinate with all the departments for successful implementation of relevant Central and State Government schemes and regularly monitor the same

Interface between the Job Seekers and Employers: To provide regular interface between the Job seekers and Employers through Digital Platform as well as conventional channels

Services to the Employers: To provide a variety of services to the Employers through digital platform as well as in person. It will include understanding the requirements, registering the same, arranging placement drive, and arranging skill training as per the requirement of the Employers. To ensure compliance of requirements of Persons with Disabilities Act and the Employment Exchanges (Compulsory Notification of Vacancies) Act in the district

Services to the Job Seekers: To provide a variety of services to the Job Seekers through digital platform as well as in person. It will include understanding the aspiration of the Job Seeker, registering his or her name, provide counselling, provide finishing skills, provide domain skills and assist in the placement of the Job Seeker and provide post placement support

Services for Self-Employment and Entrepreneurship: To support youth in seeking Self-Employment and other entrepreneurial ventures by providing assistance under various Central and State schemes, providing professional guidance and mentoring, linkages with Banks and other necessary support

Services for Overseas Placement: To provide necessary support to youth desiring overseas placement such as information about overseas opportunities, clearances required, skills required, counselling and other support

Coordinate with Educational Institutions: To coordinate and partner with various Educational Institutions in the district to provide necessary support to Youth for skills, employment and entrepreneurship.

Coordinate with Skill Training Agencies: To coordinate and partner with Skill Training Agencies in the District for providing skill training to the registered youth.

Advertisement platform for jobs/ vacancies: To act as a digital platform wherein all jobs/vacancies of the Govt. Departments/ Organisations (contractual/outourcing/regular) shall be publicised.

Any other related function: To coordinate, facilitate and effectively discharge any other function, which may be entrusted to the Bureau by any department or organization of the State or Central Government.

Service Standards

Sr. No	Types of Service	Service Details	Timeline/Quality
(1) Registration			
	Registration of candidate	Register names of those unemployed persons who visit employment exchange to get assistance for obtaining gainful employment/self-employment	On the Spot, by turn
	Renewal/Addition of qualification in registration card	Add qualification in registration card when even they approach for obtained additional qualification and experience. Issue and identify card which is to be renewed during same month every year.	Every year, same month plus one month grace period given to candidates
	Transfer the registration card	When and Applicant informs the exchange that he is moving to another exchange area then his Index card should be transferred to the exchange serving his new place of residence.	Within 24 hours
(2) Guidance			
	Group Guidance	Immediately after the Registration Guidance talk, discussion with home generous group of applicants will be held. While such discussion is primarily intended for applicants seeking registration, other Interested Visitors also is allowed to participate.	On the spot by turn
	Individual Guidance (Counseling)	After registration individual guidance should be provided to all who require personalized assistance with regards to one more problems pertaining to the choice of career.	On the spot by turn
	Career Talks	To organize career guidance seminars/talks/conferences/exhibitions	As per directions by the higher authority /targets revised from time to time
(3) Placement			
	Booking of vacancy after having received.	Booking of vacancies by the Employment Exchange Immediately after receiving from the employer	Within 24 hours
	Submission of candidates	Prepare a list of candidates for those vacancies as per employers' requirements of education qualification, experience, age, sex &	Within 14 days

		place of work etc. on the basis of first-come first serve and Send a list of submitted candidates to the employer to hold an interview on the proposed date.	
	Organize Job Fairs/Placement Camps	Organize Job fairs/placement camps by each district level office for job placements.	As per directions by the higher authority /targets revised from time to time
(4) Unemployment Allowance.			
	Unemployment Allowance.	Receive forms of eligible candidates for obtaining unemployment allowance fulfilling conditions of being or three years on our rolls, between age of 17-40, whose family income doesn't exceed Rs.12000/-per year.	As per the availability of application, according to the rules
(5) District Bureau Employment and Enterprises			
1	District Bureau Employment and Enterprises	According Notification 4.9.2017 (Annexure-8)	Appendix 1
(6) Punjab Ghar Ghar Rozgaar and Karobaar Mission			
	Punjab Ghar Ghar Rozgaar and Karobaar Mission	Services available at www.pgrkam.com	Appendix 2
(7) Punjab Skill Development Mission			
	Punjab Skill Development Mission	Various Skill training programs	Appendix 3

Grievance Redressal Mechanism

Manual:

In this system all the offices of the department are operational from 9.00 am to 5.00 pm on working days. The complainants can lodge their complaints to respective Districts officers. The superintendent of the office receives the complaints and marked to the related branches. Each complaint is followed up by Deputy Director (PPSD) and proper solution is provided within the month at Head Office level.

Public Grievance Redressal Portal

PGRS portal is launched to provide an accessible, transparent, robust, effective and time bound public grievance redressal for citizens in Punjab. A comprehensive Grievance Redressal System with detailed roles and responsibilities of every actor, defined timeframes, and processes has been established. This system intends to harness Information Technology (IT) as an important tool to make the public grievance redressal ecosystem equitable, de-centralized, transparent, accountable, inclusive, and accessible to all individuals.

The use of the portal is to enable the citizen to submit the and the department takes an appropriate action to resolve the grievance within the stipulated time period.

The citizen can submit the grievance to the concerned state government department on the link <http://connect.punjab.gov.in> by logging in or signing up.

Grievances are categorized as follows:

1. Complaints by General Public
2. Employees Request
3. Employment Assistance
4. Unemployment Allowance

How To Apply

- Login to connect portal
- Fill the additional profile
- After that click on Apply Now

CITIZEN/STAKE HOLDERS:-

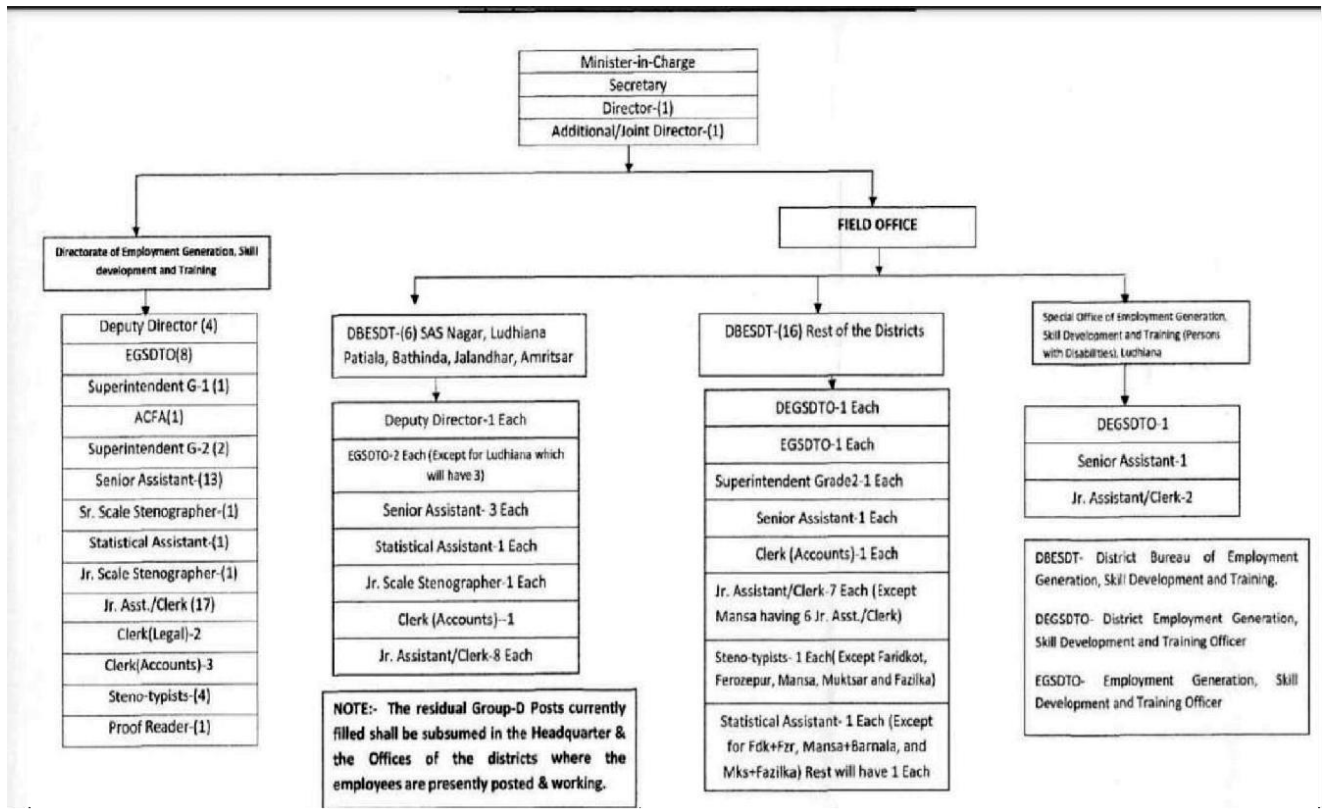
Our Citizen/Stake holders are:

- a) Job seekers & their parents.
- b) Employers
- c) Retirees of department
- d) Citizen of Punjab

PERIODICITY OF REVIEW:-

We are committed to revise annually and improve the services being offered under the charter.

Operation Levels



9) Administrative Setup of Directorate Employment Generation and Training Department, Punjab.

S.No	Designation	Power (administrative, financial&Judicial),Duties
1)	Director	HeadofDepartment
2)	JointDirector	WorkallottedbyDirector
AdministrativeBranch		
	DeputyDirector	
	EGTO	
BudgetBranch		
	DeputyDirector	
	E.G.T.O	
EmploymentRegistration&VacanciesNotificationDivision(ERVND)		
	DeputyDirector	
	E.G.T.O	
EmploymentGenerationPolicy,Planning&StrategyDivision(PPSD)		
	DeputyDirector	
	E.G.T.O	

Detailsof Fieldofficesandtheirlocation

District	Address	E-mail id	HelplineNumber
Amritsar	Ground Floor, District Administration Complex, Near District Court, Amritsar	employmentasar2015@gmail.com	99157-89068
Barnala	2 nd Floor,District Administration Complex,Barnala	dbegt.bnl@punjab.gov.in	94170-39072
Bathinda	Near City Mall, Opposite Children Park, Civil lines, Bathinda	deobathinda709@gmail.com	77196-81908
Faridkot	1 st Floor, Red Cross Building,Near Sandhu Palace	emp.officefaridkot@yahoo.com	99883-50193

Details of Field offices and their location

District	Address	Helpline Mail	Helpline Number
Fatehgarh Sahib	Room No.119, Ground Floor, District Administration Complex, Fatehgarh Sahib	disttempfsgs@gmail.com	99156-82436
Ferozepur	2 nd Floor, Block-1, , District Administration Complex, Ferozepur Cantt	degtofzr@gmail.com	9465474122
Fazilika	Room No.502, 4 th Floor, District Administration Complex, Fazilika	degtofzk@gmail.com	89060-22220
Gurdaspur	Room No.217, Block- B, District Administration Complex, Gurdaspur	degto.gsp@gmail.com	81960-15208
Hoshiarpur	1 st Floor, MSDC Complex, Govt ITI, Jalandhar Road, Hoshiarpur	employmenthoshiarpur@gmail.com	62801-97708
Jalandhar	Room No. 313, 3rd Floor, District Administration Complex, Ladowali Road, Jalandhar	jalandharemployment@gmail.com	90569-20100
Kapurthala	5th Floor, District Administration Complex, Village Kadupur, Kapurthala	dbegt.kpt@gmail.com	98882-19247
Ludhiana	Partap Chowk, Opp Sangeet Cinema, Ludhiana	dbeeludhiana@gmail.com	77400-01682
Mansa	1 st Floor, District Administration Complex, Suvidha Center Building, Mansa	degtmansa@gmail.com	94641-78030
Moga	Room No. 314, 3 rd Floor, Block C, Chenab Jhelam Building, District Administration Complex, Moga	employment.moga@gmail.com	62392-66860
Shri Mukatsar Sahib	District Administration Complex, above Sewa Kendra Shri Mukatsar Sahib	employment.mukatsar@gmail.com	98885-62317

Details of Field offices and their location

District	Address	Helpline Mail	Helpline Number
Pathankot	Room no. 352, District Administration Complex, Malikpur Chonk, Pathankot	degto.ptk@gmail.com	76578-25214
Patiala	Block D, Back side Suvidha Kendra, Mini Secretariate, Patiala	dbegt.pat@gmail.com	98776-10877
Rupnagar	District Administration Complex, Ropar	degtorpr@gmail.com	85570-10066
SAS Nagar	Room No. 456-460, 3 rd Floor, District Administration Complex, Sector 76, SAS Nagar	degtomohali@gmail.com	78142-59210
Tarn Taran	Room No. 115, First Floor, District Administration Complex, Tarn Tarn	employment169@gmail.com	77173-97013
SBS Nagar	Room No. 412, 3 rd Floor, District Administration Complex, Chandigarh Road, SBS Nagar	dbegt.sbsn@punjab.gov.in	88727-59915
Sangrur	District Administration Complex, near Bus Stand, Sangrur	degbsgr@gmail.com	98779-18167

**APPLICATION FORM FOR CLAIMING UNEMPLOYMENT ALLOWANCE
TO BE SENT TO THE EMPLOYMENT EXCHANGE WHERE AN
UNEMPLOYED EDUCATED PERSON IS REGISTERED.**

1. Name of the applicant (In Block letters):
2. Father's Name (In respect of men and unmarried women):
3. Husband's Name (In respect of married women):
4. Permanent address:
5. Name of Employment Exchange where registration is continuing:
6. Current Registration number allotted by the Exchange:
7. Occupation and N.C.O. in which registered.
8. Applicant's educational qualifications:

Qualifications	Date from which registered at the Exchange.	
(i) Matric or equivalent	As Matric	As Graduate
(ii) Graduate		

9. Documents to be attached with the application form.
 - (i) Three specimen signatures, duly attested by a Gazetted Officer.
 - (ii) Domicile Certificate issued by a competent authority (This Certificate is needed to be given by the residents of Punjab but living at Chandigarh).
 - (iii) An affidavit duly attested by a Magistrate/ Oath Commissioner in support of his/ her claim for unemployment allowance.
 - (i) A Medical Certificate from Medical Officer of Government Hospital/ Dispensary (To be furnished duly by blind, deaf and dumb applicants registered with the special Employment Exchange for Physically Handicapped persons, Punjab, Chandigarh).
 - (ii) A certificate of being of Punjab origin (To be furnished by blind, deaf and dumb Applicants only).
 - (iii) Three passport size photographs of the applicant, "dully attested by a Gazetted Officer".

Signature of applicant

Place:
Date:

**14) UNDERTAKING IN THE FORM OF AFFIDAVIT TO BE SENT BY
CLAIMANT OF UN-EMPLOYMENT ALLOWANCE EVERY QUARTER
SUBSEQUENT TO INITIAL CLAIM.**

I _____ son/ daughter/ wife of Shri _____ and
resident of _____ do here by solemnly affirm and declare that no
change has occurred in the particulars furnished by me in my affidavit dated _____
at any time during the period from _____ to _____
(period of claim) which may render me ineligible for the payment of unemployment
allowance under the Punjab Payment of Un-employment allowance to Educated un-
employed persons Rules, 1978, as per Punjab Government, Employment
Department Notification No.128-5L & E-79 dated the 11th January, 1979 and as
amended from time to time.

DEPONENT

Verification

Verified that the contents of the above affidavit are correct and that
nothing has been concealed therein.

DEPONENT

ATTESTED

- (i) Registration No. _____
(ii) Name of Exchange: _____

15)

AFFIDAVIT

(For claiming unemployment allowance sanctioned vide Punjab Government Employment Department Notification No.128-5L & E-79, Dated 11th January 1979, and as amended from time to time.)

I _____ son/ daughter/ wife of _____
(Name of the claimant) and permanent resident of _____
(Complete postal address)

Do hereby solemnly affirm and declare as follows:-

1. That my name is registered for employment assistance with Employment Exchange _____ vide particulars given in my attached application form.
2. That I claim unemployment allowance for the period from _____ to _____.
3. That I was not gainfully employed during the period shown in Item-2 above in any Government/ Quasi Government Department/ Local Body/ Private Establishment or in any kind of self employment whether independently or with my family.
4. That I was never dismissed from Government service or from the service of any public sector undertaking including corporations, Quasi Government Institutions, statutory bodies and local bodies etc.
5. That I was never convicted of a cognizable offence involving moral turpitude.
6. That I have not been receiving any pension, scholarship or financial aid from any source during the period of my claim as mentioned in item 2 above.
7. That I have not been receiving education in any recognised educational technical or professional institution during the period mentioned in item 2 above.
8. That my permanent place of resident is in Punjab and that I have been residing in Punjab for at least 6 months in the year proceeding the date of my enclosed application form. OR That my permanent place of resident is in Punjab and that I have been residing in Chandigarh for the last _____ months/ years.
9. That I had no income of my own and the income of my family from all sources did not exceed Rs. 1000/- p.m. during the period of my claim as mentioned in item-2 above (The term family includes parents, spouse and dependent children).
10. That I was within the age of 17 to 40 years during the period for which allowance is being claimed.
11. That I have not claimed unemployment allowance from Punjab Government through any other sources or agency nor shall I claim it from any other source under the Punjab Government.

DEPONENT

Place:

Date:

Verified that the contents of the above affidavit are correct and that nothing has been concealed therein.

ATTESTED

DEPONENT

Government of Punjab
Department of Employment Generation and Training
(Employment Generation-Branch)

Notification

No.6/2/2017-4EGT/489

Dated: Chandigarh 4-9-17

1. The Governor of Punjab is pleased to constitute District Bureau of Employment and Enterprises (hereinafter called as the Bureau) in each district of the State. The Bureau will bring necessary synergy, oversight and effective coordination in the implementation of various schemes for employment generation, skill training, self-employment and entrepreneurship development across the departments at the district level and facilitate overseas employment to achieve the objectives of 'GharGharRozgar' Mission.

Functions of the Bureau

2. The Bureau will have the following functions:

(i). **One Stop Platform**

To provide one stop platform for facilitating employment including overseas employment, skill training, self-employment, enterprise and entrepreneurship development at the district level

(ii). **Coordinate and Monitor Implementation of Schemes**

To coordinate with all the departments for successful implementation of relevant Central and State Government schemes and regularly monitor the same

(iii). **Interface between the Job Seekers and Employers**

To provide regular interface between the Job seekers and Employers through Digital Platform as well as conventional channels

(iv). **Services to the Employers**

To provide a variety of services to the Employers through digital platform as well as in person. It will include understanding the requirements, registering the same, arranging placement drive, and

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arranging skill training as per the requirement of the Employers. To ensure compliance of requirements of Persons with Disabilities Act and the Employment Exchanges (Compulsory Notification of Vacancies) Act in the district

(v). **Services to the Job Seekers**

To provide a variety of services to the Job Seekers through digital platform as well as in person. It will include understanding the aspiration of the Job Seeker, registering his or her name, provide counselling, provide finishing skills, provide domain skills and assist in the placement of the Job Seeker and provide post placement support

(vi). **Services for Self-Employment and Entrepreneurship**

To support youth in seeking Self-Employment and other entrepreneurial ventures by providing assistance under various Central and State schemes, providing professional guidance and mentoring, linkages with Banks and other necessary support

(vii). **Services for Overseas Placement**

To provide necessary support to youth desiring overseas placement such as information about overseas opportunities, clearances required, skills required, counselling and other support

(viii). **Coordinate with Educational Institutions**

To coordinate and partner with various Educational Institutions in the district to provide necessary support to Youth for skills, employment and entrepreneurship.

(ix). **Coordinate with Skill Training Agencies**

To coordinate and partner with Skill Training Agencies in the District for providing skill training to the registered youth.

(x). **Facilitate Self Help Groups**

To coordinate and work with various stakeholders to facilitate Self Help Groups.

(xi). **Facilitate employment in Agriculture related activities**

To facilitate dissemination of latest practices for Agriculture and allied activities to enable unemployed and underemployed youth interested in agriculture and allied activities find gainful employment.

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(xii). **Effective Implementation of Public Funded Schemes such as MNREGA**

To facilitate effective implementation of public funded schemes such as MNREGA

(xiii). **Advertisement platform for jobs/ vacancies**

To act as a digital platform wherein all jobs/vacancies of the Govt. Departments/ Organisations (contractual/outsourcing/regular) shall be publicised.

(xiv). **Any other related function**

To coordinate, facilitate and effectively discharge any other function, which may be entrusted to the Bureau by any department or organization of the State or Central Government.

Constitution of the Bureau

3. There shall be a State Level Steering Committee, which shall direct, oversee and issue necessary guidelines for the effective functioning of the District Bureaus. Further, Each Bureau shall have the following authorities:

- (i). Governing Council
- (ii). Chairperson, Governing Council
- (iii). Chief Executive Officer and
- (iv). Deputy Chief Executive Officer

State Level Apex Committee

4. There shall be a State Level Apex Committee, which shall oversee and issue appropriate guidelines for effective functioning of the District Bureaus. The Committee shall comprise of the following members:

(i)	Chief Secretary	Chairperson
(ii)	Financial Commissioner Development	Member
(iii)	Principal Secretary, Industries & Commerce	Member
(iv)	Financial Commissioner, Rural Development & Panchayats	Member
(v)	Principal Secretary, Finance	Member

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(vi)	Principal Secretary, Labour	Member
(vii)	Principal Secretary, Local Government	Member
(viii)	Principal Secretary, Health & Family Welfare	Member
(ix)	Principal Secretary, Welfare of SC & BC	Member
(x)	Principal Secretary, Food Processing Industries	Member
(xi)	Principal Secretary, Information Technology	Member
(xii)	Principal Secretary, School Education	Member
(xiii)	Secretary, Technical Education & Industrial Training	Member
(xiv)	Secretary, Planning	Member
(xv)	5 Representatives from Industry to be nominated by Govt.	Member
(xvi)	Mission Director, Punjab Skill Development Mission	Member
(xvii)	Secretary, Employment Generation	Member Secretary

5. The Chairperson may co-opt any other department or organisation as may be required.

Functions of the State Level Apex Committee

6. The State level committee will carry out the following functions:
- To provide overall policy directions of the District Bureaus
 - To monitor, supervise, guide the programme and resolve inter-departmental issues
 - To review the progress of implementation of State Employment Strategy
 - To approve and review state annual action plan for employment
 - To consider the annual report of the District Bureaus
 - Any other matter which may be entrusted to the Committee by the Government.
7. The Directorate of Employment Generation will provide the secretariat assistance to the State Level Steering Committee. The Directorate shall also be responsible for developing digital platform, call centre, hiring professional

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services and other such common and state level activities to ensure the proper functioning of the District Bureaus.

Governing Council of the Bureau

8. There shall be a Governing Council of the Bureau to guide, monitor and review the functioning of the Bureau. The Governing Council shall consist of the following:

(i)	Deputy Commissioner	Chairperson
(ii)	Additional Deputy Commissioner	Vice Chairperson
(iii)	General Manager, DIC	Member
(iv)	District Employment Officer	Member
(v)	Representative of State Technical University /Private	Member
(vi)	District Education Officer (Secretary)	Member
(vii)	Principal Nodal Polytechnic	Member
(viii)	Principal Nodal Government ITI	Member
(ix)	Assistant Labour Commissioner	Member
(x)	Representative of District RUDSETI	Member
(xi)	Lead Bank Manager	Member
(xii)	District Heads of BACFINCO, Punjab SC Land Development & Finance Corporation, KVIB and Cooperative Banks	Member
(xiii)	District Development & Panchayat Officer	Member
(xiv)	Representative of Urban Local Government	Member
(xv)	Two Representatives from Industry to be nominated by DC	Member
(xvi)	Deputy CEO	Co-Member

9. The Chairperson may co-opt any other department or organisation or officer as may be required.

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Functions of the Governing Council

10. The Governing Council shall provide overall guidance and supervision to the Bureau in discharging its functions as described above subject to the guidelines issued by the State Level Steering Committee or the State Government. Without prejudice to the generality of the functions assigned to the Bureau, the Governing Council will discharge the following specific functions:

- a. To approve Annual District Plan of the Bureau for achieving its objectives
- b. To approve Annual Budget and Accounts of the Bureau
- c. To review the progress of various initiatives and schemes periodically
- d. To plan and review various job melas/ placement campaigns
- e. To plan and review various mobilization campaigns and awareness campaigns
- f. To plan and review engagement with local employers
- g. To plan and review engagement with local educational institutions
- h. Any other work, which may be specifically entrusted by State Level Apex Committee/State Government

11. The Governing Council may further constitute Sub-Committees for specific requirements.

Chairperson, Governing Council

12. The Deputy Commissioner shall be ex-officio Chairperson of Governing Council and shall exercise following functions:

- a. Subject to the decisions of the Governing Council, he shall be the overall in-charge of the Bureau.
- b. He shall be competent to take appropriate decision, if required, in anticipation of the approval of Governing Council
- c. He shall provide necessary leadership to the Bureau and particularly in seeking the support from a large number of departments
- d. He shall ensure regular meetings of the Governing Council and periodically review working of the Bureau with its staff

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- e. He shall exercise such other powers and functions as may be entrusted to him.

Chief Executive Officer

13. Additional Deputy Commissioner shall be the Chief Executive Officer of the Bureau. He shall be responsible for day to day supervision of the Bureau and provide guidance and support to the staff. He shall exercise such other powers and functions as may be entrusted to him.

Deputy Chief Executive Officer

14. He shall be full time professional assisting the Chief Executive Officer and Chairperson, Governing Council. He shall be in-charge of the team of professionals, as described at S.No 18 below, to be placed with the Bureau under various schemes. He shall ensure that the Bureau functions in a professional manner.

Officers/employees from other Departments

15. The Bureau will have officers from various line departments. The following officers have been identified to work in the Bureau.

- (i) Employment Officer, Department of Employment Generation & Training
- (ii) Functional Manager, Department of Industries and Commerce
- (iii) District Guidance Counsellor, Department of Education
- (iv) District PMU, Punjab Skill Development Mission
- (v) District Heads of BACKFINCO, Punjab SC and Land Development & Finance Corporation
- (vi) Officials of Lead District Bank or any other financial institutions of the state/central government
- (vii) Research Officer, Department of Economic & Statistics
- (viii) Labour Inspector, Department of Labour
- (ix) Any other officer/official including a specialist in immigration overseas employment who may be deputed or engaged by the Bureau

16. Since there may be variation in the availability of Officers/ Officials at the district level, each Deputy Commissioner shall prepare HR plan for his district and after its approval by the State Committee, the services of the concerned Officer/Officials shall be placed with the Bureau by the concerned Administrative Departments.
17. The Officers and other officials whose services are placed with the Bureau shall continue to draw their salaries and be governed under the relevant rules and regulations of their respective cadres in their parent department/organisations.
18. The terms and conditions of the Deputy CEO, Placement Officer, Career Counsellor and other professionals and support staff to be hired on contract/ outsourcing shall be decided by the Department of Employment Generation.
19. The Bureau shall have the following functional Units:
- (i) Registration
 - (ii) Counselling
 - (iii) Placement & Post Placement
 - (iv) Skill Development
 - (v) Self-Employment and Enterprise Support
 - (vi) Information, Education and Communication
 - (vii) Overseas Employment and Emigration
20. The Additional Deputy Commissioner-cum-CEO shall oversee the day to day functioning of the Bureau to be assisted by a Deputy CEO, a decision-making position with delegated financial powers. The Deputy CEO will be professional to be hired on contract basis who will head the office of the District Bureau which will include a placement officer, a career counsellor, other professionals and support staff under various schemes to be coordinated by the Bureau.

Financing of the Bureau

21. The functions and activities of the Bureau shall be funded by the State Government in the Department of Employment Generation by way of grant in aid. The Bureau may however levy fee for the services provided by it with prior approval of State Level Steering Committee, but no fee shall be charged to unemployed youth belonging to SCs and OBCs.

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The Bureau shall maintain a separate Bank Account of its receipt and expenditure which shall be audited annually by the statutory and government auditors.

The Bureau shall finalize its quarterly and annually receipt and expenditure accounts within 30 days from the close of the relevant quarter/year.

The delegation of financial powers shall be as under:

- (a) State Level Apex Committee -Full Powers.
- (b) Secretary, Employment Generation, Punjab-Rs.50 lakh.
- (c) Director, Employment Generation, Punjab- Rs.10 lakh.
- (d) Deputy Commissioner -Rs.10 lakh.

22. The financial powers may be delegated at the District Level as deemed fit with the approval of SLSC.

Powers to Remove Difficulties

23. The State Level Steering Committee shall be competent to remove any difficulty, which may arise in proper discharge of the functions of the Bureau.

Powers to Issue Directions

24. The State Government in the Department of Employment Generation shall if so required, have the powers to issue policy directions to the Bureaus on matters assigned to it and all such directions shall be binding on the Bureau.

Delegation of Powers by the Departments

25. Any Administrative Department may delegate any of the powers to the Bureau for smooth implementation of the Schemes.

Dated: 04.09.2017

Place: Chandigarh

Bhawna Garg, IAS

Secretary to Government of Punjab

Department of Employment Generation & Training

Endst.No 6/2/2017-4EGT/

-10- Dated: Chandigarh

A copy alongwith a spare copy is forwarded to the Controller, Printing and Stationary, Punjab with the request that this notification may be published in Punjab Ordinary Gazette and 100 copies may be sent to this office for official use.

Sd/-
Additional Secretary

Dated: Chandigarh

Endst.No. 6/2/2017-4EGT/

A copy of the above is forwarded to the following for information please.

- (i). Principal Secretary to Chief Minister, Punjab
- (ii). Private Secretary to Minister of Employment Generation and Training, Punjab

Sd/-
Additional Secretary

Endst.No. 6/2/2017-4EGT/ 493-496

Dated: Chandigarh 4-9-2017

A copy of the above is forwarded to the following for information please.

- (i). Private Secretary to Chief Secretary, Punjab
- (ii). All the Financial Commissioners/Principal Secretaries/Administrative Secretaries of the State
- (iii). All the Heads of the Department of the State.
- (iv). All the Deputy Commissioners of the State.

Sd/-
Additional Secretary

Dated :Chandigarh

Endst.No. 6/2/2017-4EGT/

A copy of the above is forwarded to the following for information and necessary action please.

- (i). Additional Secretary, Employment Generation and Training, Punjab
- (ii). The Director, Employment Generation and Training, Punjab

Sd/-
Additional Secretary

Annexure - B
ਮਨੁਸ਼ - ਮਨੁਸ਼



GOVERNMENT OF PUNJAB

Memorandum of Association (MoA)
and
Rules & Regulations
of
Ghar Ghar Rozgar and
Karobar Mission

Registered as a Society under Societies Registration Act, 1860

Department of Employment
Generation and Training, Punjab

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Memorandum of Association of
Ghar Ghar Rozgar and Karobar Mission Society


Preamble

The government of Punjab is duty bound to assist in providing a job to every household in the State of Punjab. It has launched Ghar Ghar Rozgar scheme which aims to help youths of the State to provide employment opportunities which would further improve the standard of life of the Citizens of the State. In pursuance of the attainment of the objectives of the Scheme the Government is launching the Ghar Ghar Rozgar and Karobar Mission.

The Mission would be a single point within the Government to formulate and steer various employment generation initiatives of the Government of Punjab. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various employment generation schemes across the Departments.


It has been decided to setup the Mission as a Society and provide it Legal entity by getting it registered under the Societies Registration Act, 1860.

1. **Name of the Society:** The name of the Society shall be "Punjab Ghar Ghar Rozgar and Karobar Mission Society(PGRKAM)".
2. **Registered Office of the Society:** The Registered office of the Society shall be situated at Chandigarh/Mohali
3. **Aims and Objectives:**
 - A. **The main aims of the Society are:**
 1. To create necessary framework to facilitate Wage and Self-employment for the unemployed people of the State of Punjab.
 2. To improve employability through skill training/ skill up-gradation.
 3. To identify areas having potential for employment generation and to harness that potential with government intervention.
 - B. **The main objectives to be pursued by the Society are:**
 1. To create an exhaustive data base of Unemployed Household in the State of Punjab. Also to create all such databases as may be necessary for the purpose of employment generation. Creating web portals for generating


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and managing such data. Conducting surveys etc for creation of such database.

2. To develop and promote an eco-system amongst all stakeholders, which is conducive to employment Generation.
3. To enable the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of all stakeholders;
4. To promote public-private partnership models (including CSR) to encourage private sector initiatives in the field of Employment Generation.
5. To Plan and set targets including preparation of State Employment Plan and District Employment Plan.
6. To develop and oversee the functionalities of Ghar Ghar Rozgar portal which will facilitate the registration of all eligible job seekers registration of job providers and organizing job fairs etc online either in-house or through professional firm via project Management Consultant(s).
7. To facilitate the job seekers for placement in Govt./ Private Jobs/ Overseas Employment and Skill training as per the aptitude and skills of the Job seeker.
8. To facilitate Punjab Youth in Overseas Study and to undertake such ancillary activities may lead to fulfillment of this object.
9. To do social mobilization of the Job seekers with focus on Unemployed Household.
10. To conduct and support Research and Development in the Employment Generation Sector(s) to learn from innovative and emerging trends globally for improving rate of employment.
11. Establishing call centres and keeping consultants for culling out and managing data regarding unemployment/ employment for pushing employment generation program with vigour.
12. To co-ordinate and monitor the 22 District Bureaus of Employment and Enterprises (DBEE's) formed in the districts.
13. To take such actions, incidental, ancillary or conducive to the attainment of the objects stated above or any other similar object, as per requirement prescribed by Central Government or State Government or any other organization.


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Governing Council

The Governing Council, constituted in accordance with the Rules and Regulations of the Society, shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the Society.

The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Employment Generation and Training	Vice Chairman
(iii).	Finance Minister	Member
(iv).	Minister, Industries and Commerce	Member
(v).	Chief Secretary,	Member
(vi).	Administrative Secretary, Department of Employment Generation and Training	Member
(vii).	Administrative Secretary, Department of Finance	Member
(viii).	Administrative Secretary, Department of Labour	Member
(ix).	Administrative Secretary, Department of Industries and Commerce	Member
(x).	Administrative Secretary, Department of Technical Education and Training	Member
(xi).	Mission Director, PGRKAM	Member Convener
(xii).	Any other person nominated by the Chair	Member

We, the several persons whose names and addresses are given below, having associated and declared to form a Society under the Societies Registration Act 1860, This.....(month).....(dated), 2018 (year) at Chandigarh (Place).

S No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	
(vii)		Administrative Secretary, Department of Finance	Member	
(viii)		Administrative Secretary, Department of Labour	Member	
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	
(xi)		Mission Director, PGRKAM	Member Convener	

Mission Director
Employment Generation & Training
Punjab, Chandigarh.

RULES AND REGULATIONS OF

Ghar Ghar Rozgar and Karobar Mission Society (GGRKMS)

1. INTRODUCTION


- i. The Society shall be known as 'Punjab Ghar Ghar Rozgar and Karobar Mission Society'.
- ii. The Registered Office of the Society shall be situated at Chandigarh/ SAS Nagar, Mohali.
- iii. The Society was formed on....
- iv. The Society is with in the jurisdiction of the Registrar of Societies, Government of Punjab.
- v. These rules may be called "Rules of the Society-Ghar Ghar Rozgar and Karobar Mission Society.
- vi. The aims and main objects of the Society shall be as set out in the Memorandum of Association.
- vii. In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.

2. DEFINITIONS for the purpose of these Rules and Memorandum of Association of the Society are;

- i. 'Rule' means any of the rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association.
- ii. 'Society' means the "Ghar Ghar Rozgar and Karobar Mission Society" as registered under Societies Registration Act 1860.
- iii. 'Act' means the Societies Registration Act, 1860.
- iv. 'Mission' means Ghar Ghar Rozgar and Karobar Mission.
- v. 'Governing Council' means Committee as per Section 2 of the Societies Registration Act, 1860 to which the management of the affairs of the Society "Ghar Ghar Rozgar and Karobar Mission Society" shall be entrusted.
- vi. 'General Body' of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
- vii. 'Chairman' means the Chairman of the Governing Council.
- viii. "Mission Director" means the administrative head of the Society appointed by the Government for overseeing various day to day functions of the Mission.
- ix. "Vice Chairman" means the Vice Chairman of the Governing Council.


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- 8
- x. Secretary of Society means Mission Director of Society.
- xi. 'State Government' means the Government of the State of Punjab.
- xii. 'Annual General Meeting' means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.
- xiii. 'Registrar' means Registrar under the Society Registration Act, 1860.
- xiv. 'Special Resolution' means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 15 days specifying the intention to propose the resolution as been duly given.
- xv. SSAC means 'State Steering and Advisory Committee' a Committee at the State level for laying down policies, guidelines, regulations and rules for the Society.
- xvi. 'Year' means the period commencing from the 1st April and ending on the 31st March.


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General Body of the Society

- i. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society. Till the time the State Government appoints these persons, the Governing Council would function as the General Body of the Society.
- ii. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
- iii. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
- iv. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective member and the parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.
- v. When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
- vi. Member of the Society shall hold the office for a period not more than four years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.
- vii. The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rules. The members, whose membership is so terminated, shall be eligible for reappointment.
- viii. A member of the Society shall lose his/her membership on the following


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grounds and reasons and the Governing Council is empowered to take such decisions:

- a. If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the chairman;
 - b. If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
 - c. If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - d. If he/she is hindrance in the achievements of the aims and objective of the Society.
- ix. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
- x. A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the Society.

4. **Meetings of the Society**


There shall be two meetings of the Society, namely:

- i. Annual General Meeting
- ii. Extra Ordinary General Meeting

- i. The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.

The business of the Annual General Meeting shall be:

1. To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society;
 2. To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
 3. To appoint auditors of the Society; and
 4. To transact such other business which may be brought before the meeting by the Governing Council.
- ii. The Chairman can at any time summon an extraordinary general meeting of the Society, if considered necessary for transacting business of important


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nature or if so requisitioned by not less than three members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.

Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act accordance with the directions of the Chairman in this regard.

Every notice calling meetings of the Society under Rule 17 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 7 clear days before the day appointed for the meeting.

The accidental omission to give or non-receipt of such notice by any member shall not in validate the proceedings of any such meeting.

A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.

Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted, provided that the envelope containing such notice was properly addressed and duly posted.

Every meeting of the Society shall be presided over by the Chairman/ Vice-Chairman and in their absence, by a member chosen to preside over that particular meeting.

One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

Subject to the provisions contained in Rules above, all disputed questions at the meeting of the Society shall be determined by majority of votes.

Each member of the Society shall have one vote,

In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.

The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minutes Book kept for the purpose.

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Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.

The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.

In respect of the following business of the Society a special resolution as per the provisions of the Act would be required to be passed:

1. Amendment of the Memorandum of Association and Rules Regulations;
2. Change in the name of the Society, subject to approval of the Registrar.
3. Amalgamation and division of the Society;
4. Manner of distribution of any property left undistributed on dissolution of the Society.

A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the Secretary of the Society.


Secretary
Employment & Social Security

5. Governing Council

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- (a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- (b) The members of the Governing Council shall become ipso facto members of the Society on their admission.

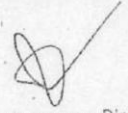
6. Composition of the Governing Council

The Governing Council of the Society shall have the following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Employment Generation and Training	Vice Chairman
(iii).	Finance Minister	Member
(iv).	Minister, Industries and Commerce	Member
(v).	Chief Secretary,	Member
(vi).	Administrative Secretary, Department of Employment Generation and Training	Member
(vii).	Administrative Secretary, Department of Finance	Member
(viii).	Administrative Secretary, Department of Labour	Member
(ix).	Administrative Secretary, Department of Industries and Commerce	Member
(x).	Administrative Secretary, Department of Technical Education and Training	Member
(xi).	Mission Director, PGRKAM	Member Convener
(xii).	Any other person nominated by the Chair	Member

The tenure of the Governing Council shall be for a period of not more than four years, and the outgoing members shall be eligible for reappointment.

The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.


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The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;

- i. if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
- ii. if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
- iii. if in the opinion of the Society, continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.

Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.

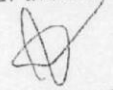
The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

7. Powers, Functions and Responsibilities of the Governing Council

The Governing Council will be the highest body, and will decide on and approve policy matters related to the project including inter- departmental issues. The decisions taken at this council will be final and would not require reference to be made to any specific department for approval.


The Governing Council shall abide by any instructions issued by the State Government in respect of any matter related to implementation of the employment generation Activities.

1. To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for delivery and generation of employment in any sector.
2. To acquire, transfer, sell, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
3. To enter into any agreement with any Government or authorities (Municipal/local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and



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Employment Generation & Training

to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable.

4. To hire professionals, consultants and other specialized agencies as found necessary for efficient delivery of skills and handling and conduct of the business of the society.
5. To take all the steps necessary to fulfill the objectives of the Society for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives;
6. To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and others having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such person(s) or company(ies) provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act, 1949;
7. To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit;
8. To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
9. To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, and administration.
10. To let out on hire all or any of the properties and assets of the Society;
11. To invest, apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit;
12. To create any fund such as reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds here in mentioned.


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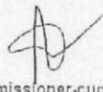
13. To create posts of various classifications and provide for the methods of appointment and terms and conditions of services of consultants.
14. To promote healthy competition among the staff and to introduce reward system, a suitable mechanism shall be evolved & implemented. The incentives in terms of Career Growth, Monetary benefits and awards shall be designed by the Society.
15. To promote innovation in Employment Generation and to create/build any such mechanism/projects for improvement of quality & quantity of all such process/resources/systems identified or deemed fit to society.
16. To keep professional/ firms having expertise in audit, accounts, legal issues etc for smooth functioning of the Mission/ Society.
17. Any other purpose(s) that the Governing Council may from time to time define/ prescribe.
18. In the event of any matter not being provided for herein, the Governing Council has the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.
19. The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
20. To fix, levy and receive such fees and other charges for service rendered by the Society;
21. To consider and pass such resolution on the annual report, the annual account and the financial estimates of the Society as it thinks fit;
22. To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society;
23. To allow excess expenses than what are allotted as annual grant to Society by the Government;
24. Provided that the Chairman shall have power to allow such actions to be taken as may be imperative for smooth functioning of Society and they could later be got approved through Governing Council ex-post facto.
25. The power to frame Rules/Regulations shall rest with the Governing Council.


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Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason


of any act or omission done by him in good faith, in course of discharging his functions and powers.

No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council.


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Punjab, Chandigarh.

8. Meetings of the Governing Council

- i. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every year for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action.
- ii. The agenda for all meetings shall include confirmation of the minutes of the preceding meeting, shall be prepared by the Secretary in consultation with Chairman.
- iii. Members of the Governing Council shall be served notice in writing 7 days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.
- iv. The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
- v. Any accidental omission and /or non-receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
- vi. The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
- vii. The Chairman shall preside over all the meetings of the Governing Council.
- viii. All questions in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.
- ix. In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.
- x. The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
- xi. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
- xii. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the Member Secretary to call a meeting of the Governing Council at any time.



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Employment Generation & Training
Punjab, Chandigarh.

3. State Steering and Advisory Committee: Composition

The Society shall have a State Steering and Advisory Committee. The State Steering and Advisory Committee headed by the Minister of Employment Generation and Training and will include Government Officials. The committee will be responsible for monitoring the work of Mission Director. The Mission Director will be the Member Convener of the Committee. The State Steering and Advisory Committee will meet as and when required but at least twice in one year. The State steering and Advisory Committee will have the following members:

(i).	Minister, Employment Generation and Training	Chairman
(ii).	Administrative Secretary, Department of Employment Generation and Training	Member
(iii).	Administrative Secretary, Department of Technical Education & Industrial Training or his representative not below the rank of Additional Secretary	Member
(iv).	Administrative Secretary, Department of Industries and Commerce or his representative no below the rank of Additional Secretary.	Member
(v).	Administrative Secretary, Department of Finance or his representative not below the rank of Additional Secretary	Member
(vi).	Mission Director, Punjab Skill Development Mission	Member
(vii).	Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission	Member Convener

The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee. Quorum shall be 3 members.


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10. Powers, Functions and Responsibilities of State Steering and Advisory Committee

The following functions will be carried out by the State Steering Committee:

- i. To Provide leadership and guidance to the Mission and monitoring of the project;
- ii. To review the project progress and suggest remedial actions to Governing Council;
- iii. To prepare and execute plans and programs and to carry on the administration and management of the Society;
- iv. To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society;
- v. To approve schemes that the Mission Director may want to implement for achieving the objects of the Society;
- vi. To approval of annual action plan and Budget.




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11. Program Management Unit (PMU)

The Program Management Unit will primarily be responsible for the day-to-day management of the project and will be headed by a Mission Director. The Mission Director will be a professional with minimum fifteen years of experience in the field of marketing/ skilling/ employment generation/manufacturing relevant projects and should not be more than 45 years of age or he would be an IAS/ PCS officer.

The roles and responsibilities of the Mission Director will include:

- i. To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- ii. To review the Annual plans and provide directions;
- iii. To prepare Action Plans to overcome constraints;
- iv. To flag the policy gaps and identifying critical issues in programme implementation and submit them to the SSAC for the consideration, and take actions to address the constraints at appropriate level;
- v. To design and Finalize the HR requirements of the Mission for executing the Tasks;
- vi. To implement the Overall strategic planning and implementation strategies;
- vii. To make schemes (along with proposed appropriate expenses) for achieving aims of the Mission and get them approved from SSAC and then implement them;
- viii. To hire on contract or outsourcing such staff or consultants or firms as may be needed for achieving the aims of the Mission and get them approved from SSAC.
- ix. To run the Society by engaging 2-3 employees in ex-officio capacity from Department of Employment Generation and Training and keeping in view requirement of qualified manpower, some employees/staff may be engaged on contract basis using the sanctioned funds available with the Society.



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12. **Authorities of the Society**

The following shall be the authorities of the Society:

- (i). The Chairman of the Governing Council.
- (ii). The Governing Council.
- (iii). Chairman of State Steering and Advisory Committee.
- (iv). The Member Secretary of the Society, who shall also be Member Secretary of the Governing Council who would be the Mission Director.
- (v). Mission Director.


Governing Council shall have powers to appoint financial and other committee(s)/ sub-committee(s) and set up Unit(s)/Cell(s) for carrying out the objectives of the Society, and by resolution, delegate to the committee(s) or sub-committee(s) so constituted such of its powers for conduct of business as it may deem necessary.


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The Chairman

The Chairman of the Governing Council shall be the Chief Minister Punjab.
The Chairman shall have the following powers, functions and responsibilities:

- i. The chairman shall provide vision to the Society and lead the Ghar Ghar Rozgar and Karobar Mission;
- ii. The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency;
- iii. The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed;
- iv. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting;
- v. The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body;
- vi. The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary;
- vii. The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote;
- viii. The Chairman shall have the authority to review periodically the work and progress of the Society and to order in queries in to the affairs of the Society and to pass necessary orders on the recommendations of the Inquiry committee;
- ix. The Chairman shall plan, direct and coordinate the overall working, of the Society.



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The Member Secretary of the Governing Council

The Mission Director will be Member Secretary to the Society as well as the Governing Council and shall prepare agenda for the meetings of the General Body and Governing Council and SSAC and convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society. The Mission Director would be competent to spend the grants/ finances received by the Society on such Programs and Schemes as are provided in Annexure 'A' or as are approved by SSAC. Mission Director would be competent to change expenditure from one head to another subject to the overall limit of the grant provided by the State.



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Mission Director

Mission Director will head the Mission and State Program Management Unit under the guidance of the Chairman, Executive Committee and shall perform all the functions and exercise all powers, which are listed there in or delegated to him from time to time.

- i. To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- ii. To review the Annual plans and provide directions;
- iii. To prepare Action Plans to overcome constraints;
- iv. To flag the policy gaps and identifying critical issues in programme implementation and submit them to the PSC for the consideration, and take actions to address the constraints at appropriate level;
- v. To design & finalize the HR requirements of the Mission for executing the Tasks;
- vi. To implement the Overall strategic planning and implementation strategies;
- vii. To plan, direct, co-ordinate, organise and supervise day to day work of the Society;
- viii. To prepare concrete operational plan of action for the year together with the revolving action plan;
- ix. To sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council;
- x. To sign all deeds and documents for and on behalf of the Society;
- xi. To sign all documents and proceedings requiring authentication by the Society;
- xii. With the approval of the Governing Council delegate any of his powers and functions and duties to any member/staff of the Society, which are not inconsistent with the provisions of these rules;
- xiii. Do all such things as may be required for day to day management and administration of the Society.


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6. Funds of the Society

The Society will setup and manage a State Employment Generation and Development Fund. The sources would include:


- (i). Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations as well as special budget grant to be released by FD. Till the time the Society starts to earn for itself, the State would give it a first time 6 monthly grant and then an annual grant as detailed in annexure 'A';
- (ii). Corporate Social Responsibility(CSR) Funds from companies and firms;
- (iii). Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
- (iv). The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;

All the funds of the society shall only be used for realization of the aims and objectives of the Society.

All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

Subject to the provisions of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.


- (i). in a special account opened by the Society for the purpose in a banking company as defined in the Banking(Regulation) Act, 1949.
- (ii). in any other mode permitted by State Government in its instructions issued from time to time.
- (iii). If any net profit comes to the society, same will be deposited in the receipt head of Govt. of Punjab towards the end of every financial year..


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- i. All funds and assets transferred to the Society shall be at the disposal of the Society.
- ii. All the properties of the Society shall be acquired and registered in the name of the Society.
- iii. All funds and properties of the Society shall be used only for the aims and objectives of the Society.
- iv. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

18. Accounts and Audit

- i. The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
- ii. The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
- iii. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
- iv. The accounts of the Society shall be audited annually by Auditors of the Finance Department.
- v. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and there after the same shall be put up before the General Body for approval.
- vi. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.


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Annual Report

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- i. A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- ii. Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- iii. The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

20. Alteration of the Aims and Objectives of the Society and The Rules and Regulations

Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of the Act.

21. Amalgamation with Other Societies

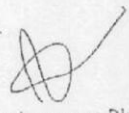
If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per the provisions of the Act.

22. Seal of the Society

The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be counter signed by the member Secretary/Mission Director or by some other person appointed by the Council.

23. Dissolution of the Society

The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Punjab.


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24. **Submission of Annual List**

Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of the Act.

25. **Legal Proceedings**

The Society may sue or may be sued in the name of the Secretary of the Society as per provisions laid down under the Act.

26. **Applicability Clause**

All the provisions of the Societies Registration Act, 1860 shall apply to this Society.



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27. General

The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council


S No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	KPM
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	[Signature]
(vii)		Administrative Secretary, Department of Finance	Member	[Signature]
(viii)		Administrative Secretary, Department of Labour	Member	[Signature]
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	[Signature]
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	[Signature]
(xi)		Mission Director, PGRKAM	Member Convener	[Signature]

[Signature]
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Employment Generation & Training
Punjab, Chandigarh.

ANNEXURE A

One time 6 monthly grant needed by Society upon its inception – period Oct'2018 to 31st March 2019 and Annual grant needed by the Society thereafter for the next 3 years

S.No	Particulars	One time	Annual
1	HR Support for <ul style="list-style-type: none"> General work of Mission Foreign education & placement wing of Mission Data creation of Jobs (Call Centre, IVRS, others) Legal, audit & account functions 	1 Cr	2 Cr
2	IT Support for <ul style="list-style-type: none"> Development & maintenance of portal 	2 Cr	0.5 Cr
3	Expenses on ongoing job/melas, camps etc.	2 Cr	5 Cr
4	HR cost of running 22 Employment Bureaus	4 Cr	8 Cr
5	Running Cost of DBEE's (electricity, maintenance, stationery etc)	1.50 Cr	3 Cr
6	Office creation and office Expenses (including stationery, vehicle/ vehicle expenses, electricity etc)	2 Cr	0.5 Cr
7	IEC & Advertisement	1 Cr	2 Cr
8	Survey for data creation	2 Cr	0.5 Cr
9	Call Centre for data creation & one stop shop information	1 Cr	1 Cr
10	Miscellaneous Expenses	0.5 Cr	0.5 Cr
TOTAL		17 Cr	23 Cr


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Employment Generation & Training
Punjab, Chandigarh.

Government of Punjab
Department Of Employment Generation and Training
(Employment Training Branch)

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Notification

No.9/33/2019-1ET/1530612/1

Dated, Chandigarh 24-07-2019

The Skill Development Mission has been constituted under the Chairmanship of Chief Minister, Punjab vide Notification No. 12/7/14-STE1/180, dated 02-09-2014 by Technical Education and Industrial Training Department (Technical Education-1 Branch) . As per decision of Council of Minister meeting dated 06-06-2019 the existing Punjab Skill Development Mission(PSDM) is brought under the Department of Employment Generation and Training. The structure of Mission will be as follows:

Governing Council:-Composition

1. The Governing Council of the Mission shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the mission. The Governing Council shall have following members:

(i)	Chief Minister	Chairman
(ii)	Minister, Employment Generation and Training	Member
(iii)	Minister Finance and Planning	Member
(iv)	Minister, Industries & Commerce	Member
(v)	Minister, Labour	Member
(vi)	Minister Technical Education and Industrial Training	Member
(vii)	Minister, Local Government	Member
(viii)	Minister, Rural Development and Panchayats	Member
(ix)	Minister, Health and Family Welfare	Member
(x)	Minister, Welfare of SC and BC	Member
(xi)	Minister, Social Security, Women and Child Dev.	Member
(xii)	Minister, School Education	Member
(xiii)	Chief Secretary	Member
(xiv)	Financial Commissioner Development	Member
(xv)	Administrative Secretary, Finance	Member
(xvi)	Administrative Secretary, Labour	Member
(xvii)	Administrative Secretary, School Education	Member
(xviii)	Administrative Secretary, Industries & Commerce	Member
(xix)	Administrative Secretary Rural Development and Panchayats	Member
(xx)	Administrative Secretary Local Government	Member
(xxi)	Administrative Secretary Health and Family Welfare	Member
(xxii)	Administrative Secretary Welfare of SC and BC	Member

(xxiii)	Administrative Secretary Social Security,	Member
(xxiv)	Administrative Secretary Technical Education and Industrial Training	Member
(xxv)	Administrative Secretary, Planning	Member
(xxvi)	Representatives from Industry to be nominated by Government(for three Years)	Five Members
(xxvii)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Members
(xxviii)	MD and CEO ,NSDC	Member
(xxix)	Administrative Secretary Employment Generation and Training	Member Secretary

2. The Chairman of the Governing Council may co-opt other Ministers/Experts as per the need.

Functions of the Governing Council

3. The Governing Council will carry out the following functions:-

- (i) To Provide guidance,support and overall policy direction to skill Development Mission of the State.
- (ii) To consider State Annual Action Plan for skill Development.
- (iii) To review progress of skill Development plan once in six months.
- (iv) To consider the audited accounts of previous year.
- (v) To consider the annual report of the skill Development Mission.
- (vi) Any other matter that is referred to it by the State Steering Committee.

State Steering Committee:-Composition

4. The Mission shall have a Steering Committee. The State Steering Committee will be responsible for laying down the policies ,guidelines,regulations and rules for the mission under the overall guidance of Governing Council and will be fully empowered to take all financial and administrative decisions for the Mission. The steering Committee shall meet once in every three months. The steering Committee shall have following members:

(i)	Chief Secretary	Chairman
(ii)	Financial Commissioner Development	Member
(iii)	Administrative Secretary, Industries & Commerce	Member
(iv)	Administrative Secretary Rural Development and Panchayats	Member
(v)	Administrative Secretary,Finance	Member
(vi)	Administrative Secretary Labour	Member
(vii)	Administrative Secretary Local Government	Member
(viii)	Administrative Secretary Health and Family Welfare	Member
(ix)	Administrative Secretary Social Security	Member
(x)	Administrative Secretary ,Welfare of SC and BC	Member
(xi)	Administrative Secretary Food processing	Member

	Industries	
(xii)	Administrative Secretary Information Technology	Member
(xiii)	Administrative Secretary School Education	Member
(xiv)	Administrative Secretary Technical Education and Industrial Training	Member
(xv)	Administrative Secretary Employment Generation and Training	Member
(xvi)	Administrative Secretary, Planning	Member
(xvii)	Representatives from Industry to be nominated by Government(for three Years)	Five Member
(xviii)	Representatives from NSDC/NSDA	Member
(xix)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Members
(xx)	Mission Director ,State skill Development Mission	Member secretary

5. The Chairman may nominate any other person(s) as special invitee in the meeting of the steering Committee.

Functions of State Steering Committee

6. The State Steering Committee will carry out the following functions:

- (i) To frame policies, guidelines, regulations and rules for the mission.
- (ii) To approve guidelines for functioning of the Mission like engaging private partners, recruitment rules, purchase rules etc.
- (iii) To approve deligation of administrative and financial powers at various levels.
- (iv) To approve Annual Action Plan of the State.
- (v) To approve budgets of the Mission .
- (vi) To approve communication and social mobilization strategy.
- (vii) To approve the recruitments for the Mission as prescribed in the rules..
- (viii) To approve procurement of services beyond specified amount.
- (ix) To facilitate Inter-departmental coordination.
- (x) To appoint sub committees for addressing specific issues.
- (xi) To periodically review the progress of the Mission.
- (xii) Any other matter referred by the State Executive Committee.

State Executive Committee (SEC):-Composition

7. The Mission shall have an Executive Committee. The Executive Committee shall be responsible for implementation and monitoring of all activities of the mission as prescribed by the state steering committee. The executive committee shall meet at least once every month. The executive committee shall have following members:

(i)	Administrative Secretary Employment Generation and Training	Chairman
(ii)	Representative of Administrative Secretary ,Finance (Not below the level of Additional	Member

	Secretary.)	
(iii)	Labour Commissioner	Member
(iv)	Director, Rural Development and Panchayats	Member
(v)	Director, Industries & Commerce	Member
(vi)	Director, Health and Family Welfare	Member
(vii)	Director, Technical Education and Industrial Training	Member
(viii)	Director, Local Government, SUDA/Mission Director, SULM	Member
(ix)	Mission Director, SRLM	Member
(x)	Director, Social Security, Women & Child Development	Member
(xi)	Director, Welfare of SC and BC	Member
(xii)	Director General, School Education	Member
(xiii)	Director, Agriculture	Member
(xiv)	Director, Tourism	Member
(xv)	Representatives from Industry to be nominated by Government (for three Years)	Five Member
(xvi)	Representatives from NSDC/NSDA	Member
(xvii)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Member
(xviii)	Mission Director, State skill Development Mission	Member secretary

8. The Chairman may nominate any other person(s) as special invitee in the meeting of the State Executive Committee.

Functions of State Executive Committee

9. The Executive Committee shall have the responsibilities in respect of the following:-

- (i) To review the district action plans and finalize Annual Action plan for the State.
- (ii) To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
- (iii) To finalize the RFP/RFQ for engaging private sector training providers and after seeking approval of the competent authority, engage private sector training providers and enter into contracts with them.
- (iv) To finalize and seek approval of the State Steering Committee on the Process Guidelines for implementing the skill development programme/Mission.
- (v) To review the progress of implementation of the approved action plan at least quarterly.
- (vi) To approve registration of training organizations as VTP under the SDI scheme.

- (vii) To supervise the functioning of the District Executive committees, SPMU and the DPMUs.
- (viii) To exercise administrative and financial powers as per delegation.
- (ix) To finalize innovative Arrangements/Agreements with industrial units and other private organizations for skill development and seek the approval of the State Steering Committee for signing of MoUs.
- (x) To plan for setting up of skill development centers and for upgradation of infrastructure and seek approval of the State Steering Committee after tying up the financial arrangements.
- (xi) To engage with central government training organizations and NSDC for follow up on trainings being imparted by them.
- (xii) To approve research and evaluation studies in the area of Skill development.
- (xiii) To strengthen the institutional infrastructure for skill training and certification.
- (xiv) Any other work assigned by the Steering Committee.

State Program Management Unit(SPMU)

10. The SPMU shall be headed by Mission Director, State Skill Development Mission. He shall be responsible for proper administration of the affairs and funds of the Mission and implementation of its various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the Executive Committee. Mission Director shall have following responsibilities.

- (i) Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work in a Mission Mode for the achievement of the objects of the Mission.
- (ii) Prescribe the duties of officers and staff of the Mission at state and district level.
- (iii) Exercise due supervision and control over the officers and staff of mission at state and district level.
- (iv) Coordinate and exercise general control and supervision over the activities of the Mission.
- (v) Conduct meetings of the State Steering Committee and Executive Committee and keep a record of proceedings of the meetings in accordance with these Rules.
- (vi) Exercise such financial and administrative powers as delegated by the State Steering Committee from time to time.
- (vii) Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Mission.
- (viii) Plan, direct, coordinate, organize and supervise day to day work of the Mission.

11. The broad functions and roles of SPMU will include:

- (i) Preparation of EOI/RFQ/RFP and contract for engaging private sector training providers.
- (ii) Assisting the mission in finalization of courses, their syllabus and normative training fees.
- (iii) Assisting the Mission in empanelment of training providers as per the approved RFP.
- (iv) Developing Process guidelines for implementation of skill development programs as per the broad principles approved by the mission.
- (v) Developing templates for District and State Skill Development plans and training of district teams in preparing their plans.
- (vi) Developing an Integrated IT system for managing the programme as per the approved process guidelines and support for its implementation.
- (vii) Developing monitoring system for the mission activities at various levels.
- (viii) Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences.
- (ix) Design of Mobilization campaign and communication strategy and assistance in its roll out.
- (x) Designing systems for post placement tracking of trainees.
- (xi) Assisting the mission in engaging short term specialists/consultants for undertaking special research studies/surveys etc.

District Executive Committee:-Composition

12. There shall be a District Executive Committee at each district. The committee shall be responsible for preparing district annual plan for skill development and implementing the approved district plan as per the guidelines laid down by the mission. The district level committee shall have following members.

(i)	Deputy Commissioner	Chairman
(ii)	Add. Dy. Commissions(Development)	Vice Chairman
(iii)	DPM(NRLM)	Member
(iv)	District Welfare Officer	Member
(v)	District Program Officer	Member
(vi)	District Education Officer	Member
(vii)	District Employment Officer	Member
(viii)	District Assistant Labour Commissioner	Member
(ix)	Representative of District RUDSETI	Member
(x)	Principal Nodal Polytechnic	Member

(xi)	Principal Nodal ITI	Member
(Xii)	District Head of BACFINCO, Punjab SC Land Dev. A nd Finance Corporation, KVIB and Cooperative Banks	Member
(Xiii)	District Dev. & Panchayat Officer	Member
(Xiv)	General Manager DIC	Member
(Xv)	Representatives from Industry nominated by the DC	Two Member
(Xvi)	District Coordinator(SSDM)	Member Secretary

13. Chairman may nominate any other person as a special invitee in the meetings of the committee.

Functions of District Executive Committee

14. The District Committee will perform the following functions:

- (i) To prepare District Action Plan for Skill Development.
- (ii) To Coordinate the efforts of different departments in the district.
- (iii) To organize campaigns/programs for Awareness Generation and Mobilization of Youth.
- (iv) To facilitate registration of candidates on IT portal.
- (v) To supervise the training programs conducted by training providers.
- (vi) To prepare a list of employment opportunities in the district and nearby areas and its updation on the IT portal periodically.
- (vii) To conduct Job Melas on a regular basis.
- (viii) To organize meeting with local industries once in every three months for seeking feedbacks.
- (ix) To review the progress of DPMU every month.
- (x) To facilitate counselling and post placement support services to the candidates.
- (xi) Any other work assigned by the State Steering or Executive Committee.

District Program Management Unit(DPMU)


15. Each district shall have a District Program Management Unit. This unit will be responsible for overall implementation of the skill development programme in the district including mobilization, registration, data collection, MIS, supervision, inspection and monitoring of the programs and counseling and post placement services in the district on a day to day basis. This unit will be headed by a District Coordinator(SSDM). The unit will have District Manager Skill & Placement(NRLM) and two counsellors as members. The district level unit will function under the Direct control of ADC(D) and general supervision and guidance of Deputy Commissioner. The staffing scheme for DPMU detailing the positions,

competencies for each position, compensation levels, source of recruitment etc. will be decided in due course of time.

Block Level Coordination and Monitoring Unity

16. At the block level, Block Manager(Social Mobilization) and Block Manager(Skill and Placement) to be hired under NRLM will work for the skill development mission. In urban areas, Coordinators of SUDA will be co-opted for social mobilization function.
17. The Governor of Punjab is further pleased to set up a Skill Development Fund under the Mission for creation of infrastructure, capacity building and supporting various skill development initiatives. The contributions to the Skill Development Fund can be made from different sources such as:
 - (i) Transfer of surplus funds from Punjab Board of Technical Education and Industrial Training.
 - (ii) Transfer of funds from Punjab Building and Other Construction Workers Welfare Board as per stipulation for Skill Development initiatives;
 - (iii) Contributions from Punjab Technical University and other such institutions;
 - (iv) Funds/Budget available under different schemes/projects of Central Government Ministries/Organizations;
 - (v) Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organization;
 - (vi) Corporate Social Responsibility(CSR) Fund from companies and firms;
 - (vii) Grants, contributions and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
 - (viii) The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time.
18. The Punjab Skill Development Mission will be registered as Society under the Punjab Societies Registration Act, 1860. The Memorandum of Association & Rules & Regulations of the Society have also been approved.
19. The Expenses on registration, administration and management of the Mission will be met by the Punjab Board of Technical Education and Industrial Training.
20. The Department of Employment Generation and Training will be the Administrative Department for the Mission.
21. This issues with the approval of Chief Minister dated 10-07-2019.

Dated, Chandigarh
15-07-2019


 Rahul Tiwari
 Secretary Employment Generation
 and Training, Punjab.

Endst. No. 9/33/2019-1ET/1530612/2 Dated, Chandigarh 24-07-2019

A copy along with a spare copy is forwarded to the Controller, Printing and Stationery, Punjab with the request that this notification may be published in Punjab Ordinary Gazette and 200 copies may be sent to the office for official use.


Deputy Secretary

Endst. No. 9/33/2019-1ET/

Dated, Chandigarh

A copy of the above is forwarded to the following for information please.

1. Principal Secretary to Chief Minister, Punjab.
2. Private Secretary to Employment Generation and Training, Minister, Punjab.
3. Private Secretaries of all the Ministers, Punjab.


Deputy Secretary

Endst. No. 9/33/2019-1ET/

Dated, Chandigarh

A copy of the above is forwarded to the following for information please.

1. Private Secretary to Chief Secretary, Punjab.
2. All the Financial Commissioners/Principal Secretaries/Administrative Secretaries of the State.
3. All the Heads of the Departments of the State.
4. All the Deputy Commissioners of the State.


Deputy Secretary

Endst. No. 9/33/2019-1ET/

Dated, Chandigarh

A copy of the above is forwarded to the following for information and necessary action please.

1. The Director Employment Generation and Training, Punjab.
2. Director Technical Education and Industrial Training.
3. The Secretary, Punjab State Board of Technical Education and Industrial Training.


Deputy Secretary