

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.

(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

(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

services and other such common and stare 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 consists 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.

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

- 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

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

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

GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION, SKILL DEVELOPMENT
AND TRAINING
(EMPLOYMENT GENERATION BRANCH)

Notification

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

Dated the Chandigarh:

In the Notification No. 6/2/2017-4EGT/489-496 dated 04-09-2017, the following provision shall be added below provision (d) of para no. 21 "Financing of the Bureau", namely:-

- (e) Deputy Director and District Employment Generation, Skill Development and Training Officer of concerned District Bureau of Employment and Enterprises -

Sr.No.	Nature of power	Authority to which the power is delegated
(i)	Payment of Electricity, Generator, Water, and Telephone bills of the District Bureau of Employment and Enterprises.	Full power to Deputy Director and District Employment Generation, Skill Development and Training Officer of concerned District Bureau of Employment and Enterprises
(ii)	Payment of Office expenses of the District Bureau of Employment and Enterprises.	Full power to Deputy Director and District Employment Generation, Skill Development and Training Officer of concerned District Bureau of Employment and Enterprises
(iii)	To sanction expenditure of the District Bureau of Employment and Enterprises other than mentioned at sr. no. (i) & (ii)	a) Deputy Director, District Bureau of Employment and Enterprises (06 Big districts)- Rs. 2 lakh. b) District Employment Generation, Skill Development and Training Officer, District Bureau of Employment and Enterprises (17 Small districts)- Rs. 1.5 lakh.

Dated 29.01.2025
Place : Chandigarh

Jaspreet Talwar, IAS,
Principal Secretary to Government of Punjab,
Department of Employment Generation,
Skill Development and Training.

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

Dated the 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—
Under Secretary

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

Dated the Chandigarh:

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

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

—sd—
Under Secretary

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

Dated the Chandigarh:

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

- (i). Private Secretary to Chief Secretary, Punjab

- (ii). All the Special Chief Secretary/Additional Chief Secretary/ Principal Secretaries/ Financial Commissioners/Secretaries to the Government of Punjab; Additional Chief Secretary to the Governor, Punjab;
- (iii). All the Heads of the Department of the State.
- (iv). All the Divisional Commissioners and Deputy Commissioners, Punjab.

- Sd -
Under Secretary

Endst. No. 6/2/2017-4EGT/ 15

Dated the Chandigarh: 30/01/2025

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

- (i). The Director, Employment Generation, Skill Development and Training, Punjab.

P. S. Tam
Under Secretary
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ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ
(ਡੀ.ਬੀ.ਈ.ਈ. ਅਮਲਾ)

ਪਿੱਠ ਅੰਕਣ ਨੰ: 711947/25/11026959/2025

ਮਿਤੀ: 05/02/2025

ਉਪਰੋਕਤ ਪੱਤਰ ਦੀ ਕਾਪੀ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:-

- (1) ਪੀ.ਏ. ਟੂ ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- (2) ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- (3) ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ, ਜਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।
- (4) ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਸੀ.ਈ.ਓ, ਜਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।
- (5) ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਅਫਸਰ, ਜਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।
- (6) ਡਾਇਰੈਕਟੋਰੇਟ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ/ਸ਼ਾਖਾਵਾਂ ਨੂੰ।
- (7) ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜਿਲ੍ਹਾ ਖਜਾਨਾ ਅਫਸਰਾਂ ਨੂੰ।

Royal

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ

ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।