

**GOVERNMENT OF THE PUNJAB
SOCIAL WELFARE & BAIT-UL-MAAL
DEPARTMENT**

Dated Lahore the 3rd Oct, 2019.

NOTIFICATION

NO. SO(E)10-M/2019 : In pursuance of Rule 10 of the Punjab Government Rules of Business, 2011 the officers of this department mentioned in column 4 are authorized to dispose of the following cases in the manner and to the extent specified below:

Sr. No.	Nature of Power	Extent of Power	To Whom Delegated
1.	Recruitments / appointments / promotions / disciplinary cases	A. BS-17 & BS-18.	Secretary Social Welfare & Bait ul Maal.
2.	Pension cases / G.P. Fund cases / qualification allowances / seniority lists and NOCs etc.	A. BS-17 & above.	Secretary Social Welfare & Bait ul Maal.
3.	Recruitments / appointments / promotions / disciplinary cases / Pension cases / G.P. Fund cases / qualification allowances / seniority lists and NOCs etc.	A. <u>BS-16</u> i. Within Directorate. ii. All the Divisions in the Punjab.	Director General Social Welfare
		B. <u>BS-11 to BS-15</u> Within Directorate	Director (Admn)
		C. <u>BS-01 to BS-15</u> Within Divisions.	Divisional Director / Principal in case of SWFL.
		D. <u>BS-01 to BS-10</u> Within Directorate.	Assistant Director (Admn)

	Sanction of all kind of leave (except Maternity Leave and Casual Leave which will be sanctioned by immediate supervisory officers)	A. BS-17 & above.	Secretary Social Welfare & Bait ul Maal.
		B. BS-16 i. Within Directorate ii. All the Divisions in the Punjab.	Director General Social Welfare
		C. BS-11 to BS-15 Within Directorate	Director (Admn)
		D. BS-01 to BS-15 Within Divisions.	Divisional Director
		E. BS-01 to BS-10 Within Directorate	Assistant Director (Admn)
5.	Posting / transfer	A. BS-17 & BS-18.	Secretary Social Welfare & Bait ul Maal.
		B. BS-16 i. Within Directorate ii. Within the Divisions in the Punjab. iii. Inter Division in the Punjab	Director General Social Welfare & Bait ul Maal.
		C. BS-11 to BS-15 i. Within Directorate. BS-01 to BS-15 ii. Inter Divisions in the Punjab.	Director (Admn)
		D. BS-01 to BS-15 Within Divisions	Divisional Director
		E. BS-01 to BS-10 Within Directorate	AD (Admn)
6.	Appellant authority.	A. BS-17 & BS-18	Chief Secretary.
		B. BS-16	Secretary.
		C. BS-11 to BS-15	Director General.
		D. BS-01 to BS-10	Director (Admn)

NOTE:

The Divisional Directors / Competent Authority are allowed to consider the cases of officials for promotion in BS-16 and they will issue such promotion orders. The posting orders of newly promotee BS-16 officials will be issued by Director General SW & BM.

AMBREEN RAZA
SECRETARY
SOCIAL WELFARE AND BAIT-UL-MAAL
DEPARTMENT

LATE EVEN.

is forwarded for information and necessary action please.

1. The Accountant General Punjab, Lahore.
2. The Director General SW & BM Department Punjab, Lahore.
3. All the District Accounts Officers, in the Punjab.
4. All the Directors of this Directorate.
5. The Principal, Social Welfare Training Institute, Lahore.
6. All the Divisional Directors, Social Welfare & Bait ul Maal, in the Punjab.
7. All the Deputy Directors, Social Welfare & Bait ul Maal, in the Punjab.
8. PS to Secretary SW & BM Punjab.
9. Personal file.

A handwritten signature in black ink, followed by the date '2/9/19' written below it.

SECTION OFFICER (ESTT.)