

**The Punjab State Cooperative Supply and Marketing Supply Ltd, Chandigarh**  
**(Markfed)**

HO Markfed House Plot No 4 Sector 35 B Chandigarh

**Manual-3**

**Rules, Regulations, Instructions, Manual and Records, for Discharging  
Functions**

S. No.	Department	Name / title of the document (related files and )	Type of the document	Brief Write-up on the Document
i.	<b>Accounts</b>	<a href="#">Delegations of Financial Powers</a>		Head/ Items of expenditure/ income of various activities of Markfed Delegated to authority to the officers Extent & Conditions attached to Delegation
		<a href="#">TA Rules for Markfed employees.</a>		Gradation of employees Mode of travels Daily/local allowance Lodging & Boarding Local conveyance Transfer TA Procedure for TA advance & adjustment
		<a href="#">LTC Rules for Markfed employees</a>		Gradation of employees Mode of travels LTC instructions
ii.	<b>AEZ</b>			
iii.	<b>Cattle feed</b>			
iv.	<b>Civil Engineering</b>			
v.	<b>Co-ordination</b>			
vi.	<b>Cotton</b>			
vii.	<b>Food Grains</b>			Procurement, Storage, Milling Policy etc. Following the respective

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				instructions of Deptt. Of Food Supplies, punjab
viii.	<b>Inputs</b>			
ix.	<b>Internal Audit</b>			
x.	<b>International Trade</b>			
xi.	<b>Marketing</b>			
xii.	<b>Monitoring and ERP</b>			
xiii.	<b>Paddy &amp; Rice</b>			
xiv.	<b>Personnel and Legal</b>	<a href="#">Bye-laws</a> Personal files		Bye-laws of Markfed All personal files relating to Markfed employees
		<a href="#">Markfed Common Cadre rules 1990</a>		Rules governing the terms & conditions of employment.
		<a href="#">Markfed Punishment and Appeal rules 1990</a>		Rules governing the procedure for Departmental Enquiries & Punishments
		<a href="#">Markfed Conduct Rules</a>		Rules regarding conduct of the employees of Markfed
xv.	<b>Projects and Engineering</b>			
xvi.	<b>Public Relations</b>			