

## **PUNJAB MARKET COMMITTEE REGULATIONS, 2020**

Notification No. 24/PAMRA/2021 dated 04.01.2021: In exercise of powers conferred on it by section 30 of the Punjab Agricultural Marketing Regulatory Authority Act, 2018 the Punjab Agricultural Marketing Regulatory Authority is pleased to make the following Regulations:

### **PART-I GENERAL**

#### **1. SHORT TITLE, COMMENCEMENT AND APPLICATION:**

- (1) These Regulations may be called “The Punjab Market Committees Regulations, 2020”.
- (2) They shall extend to whole Province of the Punjab.
- (3) They shall come into force at once, except the provisions relating to the levy and collection of determined rate of market fee under these Regulations, which shall take effect from such date(s) as the Punjab Agricultural Marketing Authority may, by notification, declare.

#### **2. DEFINITIONS:**

- (1) In these Regulations, unless there is anything repugnant in the subject or context: -
  - (a) “Broker” means a person (not being a private servant) usually employed on commission to arrange for or enter into contracts on behalf of others for purchase or sale of agricultural produce.
  - (b) “Chairman” means the Chairman of the Punjab Agricultural Marketing Regulatory Authority;
  - (c) “Chairman, Market Committee” means the Chairman Market Committee elected under section 15B (5) of the Act;
  - (d) “Competent Authority” means the Competent Authority designated under the Act, Rules or the Regulations and shall include an Authority to whom certain powers have been delegated under the Rules or Regulations;
  - (e) “Director of Agriculture (Economics & Marketing)” means the Director of Agriculture (Economics & Marketing), Punjab;
  - (f) “Director of Agriculture Marketing Development Fund” means the Director of Agriculture Marketing Development Fund of the Authority;
  - (g) “Extra Assistant Director of Agriculture (Economics & Marketing)” means the Extra Assistant Director of Agriculture (Economics & Marketing) of the Marketing Wing of the Agriculture Department, Govt. of the Punjab;
  - (h) “Secretary Market Committee” means the secretary of the market committee concerned;
  - (i) “Stockist” means a commercial wholesaler who undertakes to maintain stock of a specified Agricultural Produce at or above a certain minimum level in return for favorable buying terms and complies with the limits of stocks authorized by the Authority; and
  - (j) “Trader” means an individual who is not a “pharria” but engaged in the sale and purchase of agricultural produce on his own account in the market;
- (2) An expression used but not defined in the Regulations shall have the same meaning as is assigned to it under the Act.

## **PART-II MARKET COMMITTEES**

### **3. ESTABLISHMENT OF MARKET COMMITTEES AND ITS CLASSIFICATION:**

- (1) The Authority may establish a separate market committee for a public market having throughput of 125,000 tons or more per annum as A-class market committee and a market having throughput of 75,000 tons or more but less than 125,000 tons per annum as a B-class market committee and the markets having throughput less than 75,000 tons per annum as C-class market committee.

Provided that the classification shall be subject to provision of standard of status, infrastructure and level of services to be mandatorily provided under the requisite classification, as prescribed through these Regulations.

- (2) The Authority may club two or more markets having throughput of less than 35000 tons per annum or seem not financially viable for making a separate market committee, with A-class or B-class market committee for management purpose.

Provided that two or more financially unviable markets may also be clubbed for making a separate C-class market committee.

Provided further that objections and suggestions shall be invited and considered while formulating the proposal under this Regulation by the Authority.

- (3) The Extra Assistant Director of Agriculture (Economics and Marketing) concerned shall estimate throughput and income per annum of a public market and submit the same to the authority through the Director of Agriculture (Economics & Marketing) for the purpose of establishment of a market committee.
- (4) The Authority may at any time by notification declare its intention to exclude any clubbed market for the purpose of establishing a new market committee for the said market or the Authority may determine the class of any already established Market Committee afresh on the basis of average annual throughput of its Market(s). In doing so, procedure laid down in clause (1) shall be followed.
- (5) Notwithstanding the above, the Authority may for the interest of growers, also establish Market Committee, where it requires to establish a new Public Market or rehabilitate any of the Public Market lying non-functional or partially functioning, subject to specifying its status, source of income and requirements of staff.
- (6) The Authority may consider extending loans and stipulate condition for the same, to a Market Committee, in special circumstances, if it deems appropriate for the purposes of establishing a new market or execution of necessary development work of existing public market.

### **4. PERSONS NOT ELIGIBLE FOR MEMBERSHIP:**

No person shall be appointed as a member of a market committee, who:

- (a) is a minor, or
- (b) is unsound mind; or
- (c) is adjudged an undischarged insolvent; or
- (d) has been found guilty of any offense by a court of competent jurisdiction, for violation of any provisions of the Act, Rules, Regulations or Bye-laws, or of misappropriation or criminal breach of trust or cheating or any

other offence involving moral turpitude or abetment of or attempt to commit such offence.

Provided that this disqualification will not operate if a period of three years has elapsed since the expiry of the term of sentence imposed on any person in respect of any such offence; or

- (d) defaulter of any fee, rate, dues etc., liable to be paid under the Act, Rules, Regulations or Bye-laws; or
- (e) has served in any capacity in the same market committee;
- (f) has directly or indirectly any share or interest in any contract with the market committee; or
- (g) a grower with land holding or tenancy of less than 3 acres of agricultural land.

**5. APPOINTMENT OF MEMBERS OF MARKET COMMITTEE:**

- (1) The Authority shall notify schedule for appointment of members of market committee and election of Chairman and Vice Chairman for the purpose of constituting a market committee.
- (2) The Extra Assistant Director of Agriculture (Economics and Marketing) concerned shall approach the concerned forums specified under the Act, for collection of names of person to be nominated as members of a market committee and shall submit the consolidated list of names to the Director of Agriculture (Economics and Marketing) Punjab.

Provided that registered associations of commission agents & wholesalers of the market concerned, for which a market committee is to be constituted, shall be entitled to nominate their representatives for each category of member(s) registered as commission agents or wholesalers with the Market Committee and the name of registered market worker shall be nominated by the Market Committee concerned.

Provided further that in case there are more than one registered association, the nominee must be the consensus choice of all the registered association. However, in case such consensus is not arrived at, all the registered associations shall nominate their representatives, whereupon the Authority shall nominate the requisite members out of all such nominees, deemed suitable by it.

Provided further that concerned forum shall nominate grower members having from those who are residents and own or hold tenancy or lease of agricultural land in the Tehsil concerned.

Provided further that no person shall hold the membership of more than one market committee at the same time.

- (3) The Director of Agriculture (Economics and Marketing) shall after making necessary scrutiny of the list of the names, forward the panel of names to the Authority for notification of appointment as members of the market committee.

Provided that if nomination of any forum is not received within the prescribed period the Authority subject to the provision of Section 15B(a) of the Act shall have the power to nominate any relevant person to become a member of the market committee on interim basis, the decision of the Authority in this regard shall be final.

Provided further that if nomination of the member of any forum is received later on within a period of six months the interim member shall be replaced by him. Otherwise, interim member shall continue as a permanent member of the Market Committee.

Provided further that in case a dispute arises in a forum, regarding nomination of a member, the Authority shall be the sole arbitrator to resolve the dispute, whose decision shall be final and binding on all the parties.

- (4) The notification issued under clause (3) shall be communicated to the members appointed and its copy shall be exhibited at the office of the market committee for information of general public.
- (5) The Authority may at any time after providing him opportunity of being heard remove any member, if such member has in its opinion, been guilty of misconduct including non-compliance of any order or direction of the Government or the Authority or any officer of the Authority, false statement, forgery, misuse of power and neglect of duty or has been wrongly and improperly appointed or has lost the qualification on the strength of which he was appointed.
- (6) If any question arises as to whether any person is or is not a grower or has ceased to be a grower for the purposes of this Act, a fresh report shall be sought through Deputy Director Agriculture (Extension) of the concerned District and Director of Agriculture (E&M) shall furnish his recommendation to the Authority after providing a hearing to such grower.
- (7) No person related to each other as father, son, brother, uncle, brother-in-law, son-in-law and their immediate ascendants and descendants, shall be appointed as a member of the same Market Committee.
- (8) A person may be eligible to be nominated as a member of Market Committee for two consecutive terms but shall not be nominated thereafter unless two consecutive terms have expired before such election.
- (9) No act done by a Market Committee shall be called in question on the ground merely of the existence of any vacancy, or any defect in the constitution of the Market Committee.

**6. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN:**

- (1) The market committee at its first meeting shall elect a chairman and vice-chairman. For this purpose, the meeting shall be called under the orders of the Authority, by the Deputy Commissioner. The meeting shall be presided over by the Deputy Commissioner himself, or by an officer not below the rank of BS-18 appointed by him in this behalf.
- (2) For such a meeting, the quorum shall not be less than two-third of the existing strength of membership of the market committee.
- (3) A candidate for the office of the chairman or vice-chairman shall be a grower member with minimum qualification of matriculation from a recognized Board or equivalent, who shall be proposed in the meeting by one member and seconded by another, and the names of all candidates so proposed and seconded, shall be read out by the officer presiding over the meeting.
- (4) If there is only one candidate, he shall be declared elected unopposed. However, in case there are more than one candidate, the election shall be held through show of hands and the candidate obtaining majority votes of the members present in the meeting shall be declared successful.
- (5) The presiding officer shall count the votes, and declare the member, who secures majority of votes, to be a chairman, or vice-chairman, as the case may be.
- (6) In the event of a tie between two or more candidates, the presiding officer shall, there and then, draw lots in the presence of the members present, and the person whose name is drawn first shall be declared elected.

- (7) The presiding officer shall forthwith issue the election result, whereupon, the chairman and the vice-chairman shall assume their respective offices.
- (8) The presiding officer of the meeting shall also record the proceedings of the election in the minute book of the market committee and send a copy thereof along with the election result, to the Director General for publication of the election result in the Official Gazette.

**7. DUTIES AND POWERS OF A CHAIRMAN AND VICE-CHAIRMAN:**

- (1) The Chairman shall exercise his abilities to achieve the objective of the Market Committee, in accordance with the provisions of the Act, rules, regulations and byelaws framed thereunder;
- (2) The Chairman shall be the chief executive of the market committee and shall;
  - (a) Preside over the meetings of the Market Committee;
  - (b) Ensure that the business at a meeting is conducted in accordance with law; and
  - (c) Perform such other functions as the Market Committee may delegate to the Chairman.
- (3) The Chairman shall, forthwith report the death of any member of the Market Committee to the Authority, which shall take necessary steps to get the vacancy filled up in accordance with law.
- (4) The Chairman shall also bring into the notice of the Authority any fact, factor or disqualification, which in his opinion debars a member from continuing as such or of any member who tendered resignation of his membership.
- (5) The Chairman may, for reasons to be recorded in writing, delegate any of his duties to any of the members, generally or for such period as may be determined by him:

Provided that if the chairman is continuously absent from his office for 15 days or more on account of illness or in any other circumstances remains unable to perform his duties, the vice-chairman shall act in place of the chairman, with all his powers and be responsible for all the duties of the chairman.

**8. TERMINATION OF MEMBERSHIP AND FILLING UP OF CASUAL VACANCIES:**

- (1) Membership of a market committee shall terminate:
  - (a) When the term for which the appointment has been made expires; or
  - (b) by death; or
  - (c) by acceptance of resignation tendered under clause (2) infra; or
  - (d) by becoming subject to any one of the disqualifications mentioned in Regulations supra; or
  - (e) by removal under Rules or these Regulations, by an order of the Authority; or
  - (f) by transfer or retirement in case of Government servants; or
  - (g) if a member fails to attend three meetings of the market committee consecutively without reasonable and good cause.
- (2) Any member of the market committee may resign from his office by tendering resignation in writing to the Authority, which shall become effective on the expiry of fifteen days from the date of such resignation unless within the said period of fifteen days he withdraws the resignation in writing, addressed to the Authority .

- (3) The Authority shall issue notification of vacancy of the seat for the purposes of filling up the same in case the resignation is not withdrawn within fifteen days from the submission thereof.
- (4) The Chairman and Vice Chairman of the market committee may resign from their respective offices in the manner provided under section 15B (12) of the Act.
- (5) The vacant seat shall be filled by the Authority in the same manner as the original appointment was made under the Act.

**9. MARKET COMMITTEE MEETINGS AND TRANSACTION OF BUSINESS:**

- (1) The Chairman, on his own or on the recommendation(s) of the Secretary, Market Committee shall fix the date, time, venue and agenda of the meeting.  
 Provided that a meeting of Market Committee may also be called on a requisition moved by a simple majority of the members.
- (2) The quorum for a meeting not otherwise provided for in these Regulations, shall be seven (7).
- (3) The quorum of a meeting, in which the annual budget is to be considered, shall not be less than two-third of the existing strength of members of the market committee.
- (4) Every meeting of a market committee shall be presided over by the chairman market committee or in his absence by the vice-chairman market committee.
- (5) The chairman of the meeting shall be responsible for preserving order in the meeting and shall decide all points of order that may be raised therein. There shall be no discussion on points of order, unless the chairman considers it necessary to seek the opinion or advice of any member present or allows anyone to discuss, and the chairman's decision shall be final in this regard.
- (6) All questions that may come up before a meeting shall be decided by majority of votes of the members present, and in case of equality of votes, the chairman market committee shall have and may exercise a second or casting vote.

**10. MEMBERS NOT TO TAKE PART IN CERTAIN PROCEEDINGS:**

No member of a market committee shall be present at, or take any part in the proceedings of the market committee, or of any sub-committee constituted by it, relating to a matter in which he or any one of the persons enumerated below has a direct or indirect pecuniary interest:

- (a) father, mother, son, daughter, brother and sister of the person concerned;
- (b) brother and sister of the father of the person concerned; and
- (c) father, mother, son, daughter, brother and sister of the wife or husband of the person concerned.

**11. MINUTES BOOK:**

- (1) Secretary market committee shall maintain a minute's book, in which the record of the proceedings of every meeting shall faithfully, be entered and the same shall be signed by the chairman of the meeting and the secretary market committee.
- (2) In order to ensure that the minutes of meeting are correctly recorded, these shall be read out in the next meeting of the market committee, as the first item of agenda, and the members, who were present at the former meeting, shall have right to question the correctness of recorded minutes, which shall be confirmed with such modifications, as may be decided upon in order to bring them in conformity with the factual position. In case of any dispute about the correctness

of minutes, the opinion of the chairman of the meeting under whose signatures the record was prepared, if he be present, shall be final, if, however, the chairman of the meeting is not present when the dispute arises, the matter shall be decided by majority of votes of such members present who had attended the former meeting.

**12. COPIES OF PROCEEDINGS TO BE SENT TO THE DIRECTOR OF AGRICULTURE (ECONOMICS & MARKETING):**

- (1) The Secretary market committee shall send forthwith a copy of the proceedings of every meeting of a market committee to the Director General, the Director of Agriculture (Economics & Marketing) Punjab and the Extra Assistant Director of Agriculture (Economics & Marketing) concerned for information and necessary action.
- (2) The Extra Assistant Director of Agriculture (Economics & Marketing) concerned shall keep a permanent record of the proceedings sent to him under clause (1) without further publication.

**13. ANNULMENT OF PROCEEDINGS:**

- (1) The Director General or any officer of the Authority appointed by him to act on his behalf, may by an order in writing call for the record and annul any resolution or order or proceeding of a market committee or its sub-committee (s) or any other committee constituted for performing functions of the market committee, which he considers not to be in conformity with law, rules or regulations or bye-laws and may do all things necessary to secure such conformity, or may suspend any resolution which he considers likely to lead to breach of peace, or to cause injury or annoyance to public or to any class or body of persons, or is likely to affect adversely the interest of the market committee or of growers or market functionaries transacting business in agricultural produce market or of any class of market worker working in the Public Market:

Provided that no action under clause (1) shall be taken by the Director General, without providing an opportunity of being heard to the market committee or its sub-committee or chairman market committee.

- (2) The Director of Agriculture (Economics & Marketing) may by an order in writing suspend the execution of any resolution or order of a market committee or its sub-committees or chairman market committee or prohibit the doing, or any act which is being done or is about to be done in pursuance of or under cover of the Act or any rule or regulations or bye-law made thereunder, if in his opinion the resolution, order or act is in excess of the powers conferred by law or is likely to lead to breach of peace or to cause injury or annoyance to public or to any class or body of persons, or is likely to affect adversely the interests of the market committee or growers or market functionary business in agricultural produce market or of any class of market worker working in the public market concerned.
- (3) The officer making an order under clause (2), shall forthwith forward a copy thereof, with a statement of his reasons for making it and the explanation, if any, of the market committee concerned, to the Director General who may thereupon rescind the order or direct that it shall continue in force with or without modification, permanently, or for such period as he thinks fit.

**14. APPOINTMENT OF SUB-COMMITTEE:**

- (1) The Market Committee may appoint two or more of its members and its employees to be a sub-committee for the conduct of any work or to report on any matter.
- (2) The Market Committee shall fix the terms of reference, quorum of the meeting of the sub-committee appointed by it and shall nominate its convener.
- (3) The Market Committee may delegate to or withdraw from any one or more of its members or sub-committee such of its powers or duties assigned to it.
- (4) The convener of the sub-committee shall submit record of all the proceedings conducted and work done by the sub-committee to the Chairman of the Market Committee.
- (5) The procedure prescribed in conduct of business bye-laws applicable to meetings of the Market Committee shall, in so far as these may be applicable, apply to a meeting of a sub-committee.
- (6) The Secretary Market Committee or his nominee not below the rank of BS-14 shall act as the Secretary of a sub-committee.

**15. ALLOWANCES TO BE PAID TO THE CHAIRMAN, MEMBERS, & THE STAFF OF THE COMMITTEE:**

- (1) If the Chairman, member or staff of a market committee undertakes any journey for the purposes of training or performing any official duty, in the interest and under the orders of the market committee, he shall be paid traveling expenses out of the market committee's funds at a rate admissible under the Government Travelling Allowance Rules.

Provided that the Chairman of a market committee shall be compensated as grade 18 officers and the members shall be compensated as grade 17 officers.

Provided that the Travelling Allowance of chairman market committee shall be approved by the Market Committee.

- (2) Honorarium to the Chairman or Administrator of market committees shall be admissible as Rs.20,000/-, Rs.15,000/- and Rs.12,000/- per month for A, B and C Class market committees respectively.

**16. EXECUTION OF CONTRACTS:**

- (1) Every contract shall be entered upon by approval of the market committee and shall be in writing and signed on behalf of the market committee by the Chairman and Secretary of the market committee and shall be sealed with the common seal of the market committee.
- (2) No contract other than a contract executed in the manner provided in clause (1) shall be binding on a market committee.

**17. DISTRIBUTION OF ASSETS AND LIABILITIES OF DISSOLVED MARKET COMMITTEES:**

Dissolved market committees under section 15A of the Act shall be considered as abolished and their staff shall be shifted as per their District or Divisional or Provincial cadre into other market committees where their services are required and posted by the order of concerned authority.

Provided that the assets and liabilities of abolished market committee may be entrusted by the Authority to a nearby market committee (s), as deemed necessary by the Director General, who may consider the recommendations of a committee constituted by him in this behalf.



Provided further that in case assets of the abolished market committee (s) are to entrusted through division into more than one market committee, the liabilities shall also be shared by each market committee proportionately to the assets received.

### **PART-III: APPOINTMENT OF EMPLOYEES**

#### **18. APPOINTMENT AND CONDITIONS OF SERVICE OF EMPLOYEES AND THEIR PAY SCALES:**

- (1) Regular employees of the market committee shall be called the employees of the respective Market Committee.
- (2) The pay scales as prescribed in Schedule “A” annexed hereto shall apply to all the employees of a market committee.
- (3) Recruitment/promotion to the posts of a market committee in future shall be made in accordance with:
  - (a) the pay scales as prescribed in Schedule “A”; and
  - (b) the qualifications as prescribed in Schedule “B”.
- (4) No new posts other than those sanctioned in the budget for the year 2018-19 shall be created without the previous sanction of the Director General acting on the recommendations of the Executive Committee of Authority.
- (5) The Director General may, from time to time, modify Schedule “B” and Schedule “C”, with the approval of the Authority, in the manner it deems fit.
- (6) No further appointments or induction shall be made in Market Committees, against the posts, declared as dying cadre by the Authority.
- (7) If any person already employed by a market committee is not covered by Schedule ‘A’ he will be allowed to continue as such or may be absorbed at place in equal grade where the Authority deems fit.
- (8) The Director General, Director of Agriculture (Economics and Marketing) Punjab and the Market Committee may employ such persons as may be necessary for the management of the markets including seasonal and part time staff keeping in view of the budgetary provisions.

Provided that no person shall be employed as a seasonal worker, part-time staff or on daily wages/work-charge basis for more than a consecutive period of seventy-five days at one time.

- (9) Subject to the law, rules and these Regulations, the employees of the market committee shall be governed mutatis mutandis by the rules applicable, from time to time, to the employees of the Punjab Government as prescribed in Schedule ‘C’.
- (10) Where the operation of these Regulations cause any hardship to a Market Committee employee, the Government may, for reasons to be recorded in writing, relax any of the provisions of these Regulations in his favor.
- (11) Annual confidential reports, of the market committee staff, shall be initiated by the Secretary Market Committee and countersigned by the Chairman.

Provided that the Extra Assistant Director of Agriculture (Economics and Marketing) concerned shall be the second countersigning officer in case of employees of Market Committee.

Provided further that the annual confidential report of the Secretary, Market Committee shall be initiated by Chairman Market Committee and countersigned by the Extra Assistant Director of Agriculture (Economics and

Marketing) concerned and should be subject to second countersigned by the Director of Agriculture (Economics and Marketing).

- (12) The Market Committee shall provide uniform to its employees as per standards fixed by the Authority for performance of their duties.
- (13) The services of the employees of market committees shall be transferable from one market committee to another in the corresponding cadre.
- (14) For the purposes of appointments, punishments, appeals, transfers and controlling travelling allowance, in respect of each person holding post mentioned in Column 2 of Schedule “C” shall be such as are specified against the post of such person in Columns 3 to 7 of the said schedule.

**19. PERSONS NOT ELIGIBLE FOR THE SERVICE OF MARKET COMMITTEE:**

- (1) A member’s parents, spouses, children and their spouses shall not be eligible for appointment as officers or employees of the same market committee.
- (2) No person, who is a whole time salaried official in the service of Government or a local body, or who has been dismissed from the service of Government or a local body, or who is a member of a local body, shall be appointed as an officer or servant of a market committee.
- (3) No person, who is an officer or a servant of a market committee, shall;
  - (a) seek election to any local body, or
  - (b) without the permission of the market committee, seek employment elsewhere:

Provided that where the officer or employee is a Government servant on deputation with the market committee, the permission of the parent department shall be required and the consent of the market committee shall not be sufficient for seeking employment elsewhere.

**20. DUTIES AND POWERS OF SECRETARY OF MARKET COMMITTEE:**

- (1) The secretary market committee shall be the Executive Officer of the market committee. All employees of the market committee subject to the Act, rules, regulations and byelaws shall be under his administrative control. Any order to the staff of the market committee shall pass through him.
- (2) Subject to the supervision and control of the Market Committee, the Secretary Market Committee shall be responsible to manage the affairs of the market(s) and market committee and shall work under the executive control of Chairman Market Committee.
- (3) The Secretary Market Committee shall be entitled to attend all meetings of the market committee or a sub-committee except a meeting wherein anything concerning him or any one of his relatives is to be considered.

**Explanation:** For the purpose of this clause, relative shall mean:

- (a) father, mother, son, daughter, brother and sister of the person concerned; and
  - (b) brother and sister of the father of the person concerned; and
  - (c) father, mother, son, daughter, brother and sister of the wife or husband of the person concerned.
- (4) The secretary market committee shall advise the market committee and its chairman in the light of the provisions of the Act, rules, regulations and byelaws framed thereunder, the decisions earlier taken by the market committee and directions given from time to time by the Authority or the Government. His opinion shall be recorded in the proceedings of the market committee.

- (5) It shall be the duty of the secretary market committee to carry into effect the provisions of the Act, rules, regulations and bye-laws, the instructions or directions of the Government, the Authority, the Directorate of Agriculture (Economics and Marketing) and the chairman market committee, with a view to effect maximum improvement in the market.
- (6) The secretary market committee shall deal with the correspondence received from the Government or the Authority or the Directorate of Agriculture (Economics and Marketing) promptly and efficiently. He shall lay progress of the correspondence before the chairman of the market committee for information or action, as required.
- (7) Subject to clause (5), the secretary market committee shall have immediate responsibility for the day-to-day office work, maintenance of accounts, punctual rendering of returns, safe custody of cash, common seal, minute book and other records and assets of the market committee, and for periodical review of the progress made towards implementation of the provisions of the Act, rules, regulations and bye-laws.
- (8) The Secretary market committee may report against the employees for the misconduct, in-discipline, dis-obedience, dishonesty, neglect of duty and other such aspects of their conduct as in his opinion may impair the service discipline or may be prejudicial to the aims and objects of this law to the chairman or to the appointing authority.
- (9) The secretary market committee shall issue duty roster of the market committee staff and approve their leave as per Government Employees Leave Rules in field.
- (10) The Secretary Market Committee shall be the principal accounting officer and custodian of all the assets of Market Committee.

## **21. PENSION OF EMPLOYEES:**

- (1) In respect of pension, the employees of the market committee shall be governed mutatis mutandis by the rules applicable, from time to time, to the employees of the Punjab Government.
- (2) Prior to retirement, each employee of a market committee shall give his consent to get his pension and gratuity in lump sum from the market committee where he served maximum period of his service or from the market committee where he is going to retire.  

Provided that market committee once opted by retired employee to get his pension shall not be changed.
- (3) The pensioners of Market Committees abolished under the Act, shall be adjusted to newly established market committees by the Director General on the recommendation of a committee constituted by him.
- (4) In cases where new market committees are established out of a parent market committee, the pensioners and pension fund of the latter shall be divided in proportion according to the throughputs of their respective markets.
- (5) The emoluments of pension and gratuity of a retired employee of market committee shall be calculated by a Government Audit Agency.
- (6) In case of any dispute in respect of pension, the decision of Director General shall be final.

**22. PENSION CONTRIBUTION AND MAINTENANCE OF PENSION FUND:**

- (1) Market Committee shall make monthly contribution equivalent to 50% of running basic pay drawn by a regular employee into pension fund maintained and operated by the Market Committee.

Provided that if required a Market Committee may contribute over and above 50% of the running basic pays drawn by regular employees to fill the gap between pension contribution and disbursement.

- (2) Market Committee opted by the employee shall be liable to make the payment of pension and gratuity to the retired employee in full. The market committees, where the employee has served, shall pay the due share of pension and gratuity as determined by Government Audit Agency to the market committee opted by the retired employee.
- (3) The Market Committee shall maintain account of pension fund and release pension and other pensionary benefits to the retired employees.
- (4) The Market Committee may allocate funds to meet deficiency of pension fund as and when required.
- (5) The pension fund shall be used for meeting pension liabilities only and not for any other purpose.

Provided that any surplus amount in this head may be invested in a suitable profit bearing scheme offered by any scheduled bank, duly approved by the Authority.

**PART-IV: REGISTRATION AND FEES****23. REGISTRATION OF MARKET FUNCTIONARY ETC AND ITS RENEWAL:**

- (1) A Market Committee shall register Market functionaries, Pharris (wholesalers) and market workers etc., for the time period and against the fee mentioned below:

Sr. No.	Kind of Registration	Registration Fee (Rs.)	Annual Renewal Fee (Rs.)	Late fee per month (Rs.)
1.	Market Functionary: a. Agri-produce Commission agents; b. Trader; c. Stockist; and d. Broker.	30,000/- 30,000/- 30,000/- 20,000/-	7500/- 7500/- 7500/- 5000/-	5% of the Amount
2.	Wholesalers (pharria)	5,000/-	3,000/-	5% of the Amount
3.	Market Worker a. Tola; and b. Palledar etc.	1000/- 1000/-	500/- 500/-	5% of the Amount

Provided that all the existing license holders shall be entitled to get registration under the Act and these Regulations, on payment of only renewal

fee prescribed under these Regulations, mentioned against the respective category, subject to the condition that all outstanding dues under the repealed law, rules or regulations are cleared by him before applying for registration.

Provided further that the Authority shall consider revision of the fees, on every five years basis.

- (2) An Authorized employee of a Market Committee shall receive application filed by Market Functionary, Pharria and Market Worker on prescribed form A1, B1 and C1 respectively appended to the Regulations *ibid* after examining the particulars of the application, may satisfy him whether the applicant fulfills the aforesaid requirements or not. After verification, the application shall be forwarded to the Secretary Market Committee, who shall place the application before the market committee along with his comments for consideration. Market Committee may grant or refuse the registration, as the case may be.

Provided that the registration certificate shall be issued on prescribed Forms 'D1 or E1' however, in case of Market Worker only badges of such pattern bearing serial numbers shall be allotted to them.

- (3) Market Committee, if rejects the application of any person, shall inform the applicant in writing of such rejection within fifteen (15) days from the date of receipt of the application, and the applicant may within thirty (30) days of rejection, may file an appeal to the Extra Assistant Director of Agriculture (E&M) concerned, who shall decide it within a period of ten (10) days. The order of the Extra Assistant Director of Agriculture (E&M) passed in appeal after providing an opportunity of being heard to the appellant shall be final.

Provided that failure to inform the applicant of the rejection within the period specified under this Regulation shall be treated as acceptance of the application for registration.

- (4) An application for the renewal of a registration shall be made at least 10 days before the date on which the registration is due to expire.
- (5) If a registration granted or renewed under this Regulation is lost, duplicate may be issued by the market committee concerned, on payment of a fee of Rs.2000/-.
- (6) A registration issued or renewed to a market functionary, Pharria and market worker under this Regulation shall be for financial year(s) ending 30<sup>th</sup> of June.
- (7) Late fee charged by the Market Committee under clause (1) shall not exceed the annual registration fee in any case.
- (8) Full fee shall be paid for a registration for any part of the year involved.

#### **24. RECORD OF REGISTRATION:**

- (1) Market Committee shall prepare and maintain record of registration in Register 'F1', and shall contain the information specified in Form-A1, B1, C1, D1 & E1 appended to the Regulations *ibid*.

Provided that Secretary Market Committee shall prepare certified duplicate copy of Register 'F1' for every year and shall submit to the office of the Extra Assistant Director of Agriculture (Economics & Marketing) concerned for record purpose.

- (2) Where the market functionary is a firm, any change occurring in membership of firm or in its name, the name of the registered market functionary shall within two weeks from the date of such change, be intimated to the market committee concerned.
- (3) The Secretary Market Committee after making such inquiry as he may have considered necessary shall satisfy himself about the correctness of such

intimation and shall order necessary alterations / corrections to be made in the registration and the entries in register Form 'F1' shall also accordingly be corrected or amended, without prejudice to the right of any concern.

Provided that if registered market functionary fails to give necessary intimation to the Market Committee his act shall be sufficient ground for cancellation of his registration.

**25. LEVY OF MARKET FEE:**

- (1) The Authority shall notify the schedule of market fee ad-valorem to be levied by the Market Committee, on sale value of agricultural produce bought or sold in the concerned public market.

Provided further that the market fee shall be fixed at the rate of 0.5% of sale value of agricultural produce for the initial period of two years from the coming into effect of these Regulations, whereafter, the Authority shall consider revision of the rate, on every five years basis.

Provided further that the sale value may be pre-agreed price in case of contract farming or spot rate received by the seller on a particular date.

Provided further that the leviable market fee shall be paid by the buyer and no fee shall be charged in a subsequent transaction within the market.

- (2) The sale value shall be the purchase price of the agricultural produce determined through auction;

Provided that if any agricultural produce is not sold through auction, its sale price may be determined by the Market Committee on the basis of its average sale price prevailing in the market on the last day from the record of market functionary relevant to the transaction under question.

- (3) The commission agent shall receive the leviable market fee from the buyer at the time of transaction of the agricultural produce and deposit in the Bank account specified by the Market Committee on the same day or following day.

Provided that if pharria is allowed to bring agricultural produce directly into the market, the leviable market fee shall be paid by him on the prescribed rate in the same manner.

Provided further that a copy of bank receipts of deposited amount shall be submitted to Market Committee for purpose of verification and reconciliation with the accounts of market committee concerned.

- (4) The Secretary Market Committee shall in accordance with these Regulations get a statement of accounts from the bank and shall compare such balance or statement of accounts with his own books.

- (5) The market committee shall record and maintain daily arrival of agricultural produce entering in the market on Register- 'G1'.

**26. ACCOUNT OF TRANSACTION AND OF FEES TO BE MAINTAINED:**

- (1) Every registered market functionary shall submit on the same day or on the following day to the market committee a return in Form 'H1' showing his volume of transaction of sale and purchase and market fee received by him from the buyers and deposited in Bank accounts specified by the market committee.

Provided that the broker shall only file his returns in case he is not involved in any transaction of sale and purchase of agricultural produce through commission agent.

Provided further that if the market committee has reason to believe that any such return is incorrect, it shall, after notice to the market functionary concerned, and after such enquiry, as it may consider necessary, assess the

business volume of the market functionary business during the period in question and levy fee on the basis of such assessment.

- (2) The market committee shall maintain a register in Form 'II' showing the total purchases and sales made by market functionaries as well as fees recoverable and those recovered from them.

Provided that if pharia is allowed to bring agricultural produce directly into the market, his total purchases and sales as well as market fee recoverable and those recovered from them shall also be recorded in a register in Form 'II'.

- (3) If market functionary fails to submit a return as prescribed under clause (1), the market committee may, after issuance of notice to him, assess the amount of his business during the period in question on the basis of such information as may be available and levy the fee accordingly.

Provided that business turnover of a pharria or broker shall also be assessed in a similar manner, like the market functionary.

- (4) The chairman or the secretary of the market committee or any officer authorized by the Authority may at any time enter upon the premises of business of a registered market functionary to inspect and examine the accounts of transactions of agricultural produce and of the fee paid by him, and the market functionary shall if required, be bound to produce forthwith his accounts before the Secretary or any other authorized employee so as to enable him to inspect and examine the same.

- (5) The market committee shall inform the market functionaries by a notice about the date and place fixed for the inspection of accounts.

Provided that if the market functionary so desires and pays such fee as the market committee may fix in this behalf, the inspection may be made at his premises.

- (6) The market committee shall either generally, or in each case, appoints one or more of its employees to conduct such inspection of market functionary's account books.
- (7) The Secretary, as the case may be, may after inspection prepare a return, or may amend the return already furnished, on the basis of transactions shown in the market functionary account books, and may levy a fee, or as the case may be, or as an additional fee, under section 15E of the Act on the basis of such return or amended return.

Provided that if the account books are reported to be unreliable, or as not providing sufficient material for proper preparation or amendment of the return, or if no such books are maintained or produced, the Secretary Market Committee may assess the amount of the market functionary business on such information as may be available and levy fee on the basis of such assessment.

- (8) Habitual default in submission of return or submission of false returns shall be a subject to prosecution and a sufficient ground for cancellation of a registration or refusal to renew it, and the provision of this Regulation shall apply in addition to and not in derogation of any other law.
- (9) An assessment order made under the clause (3) or under clause (7) shall, unless passed in presence of the market functionary concerned, be communicated to him by means of a written notice, and a copy thereof shall be supplied to the market functionary on his making a written application and paying copying fee as fixed by the market committee. Every market committee shall maintain a register of copying fee.
- (10) The copy shall be prepared in the office of the market committee and shall be certified to be correct by the secretary, or in his absence, by another person

authorized in this behalf by him. Such certificate shall give the dates on which the application was received, and the copy prepared, and delivered to the applicant, and it shall be conclusive evidence of the correctness of these dates.

(11) An assessment made by Secretary Market Committee under clause (3) or under clause (7) shall be deemed to be an order for the purpose of appeal under clause (12).

(12) Any aggrieved market functionary may file an appeal before Extra Assistant Director of Agriculture (Economics & Marketing) concerned.

Provided that procedure for filing of appeal shall be followed as provided under these Regulations.

Provided further that a revision against the order passed in appeal by the Extra Assistant Director of Agriculture (Economics & Marketing), referred to in clause (12), shall lie to the Director of Agriculture (Economics & Marketing) concerned whose decision shall be final.

(13) Any payment that is collected by a Market Committee other than through proper banking channels shall be recorded accordingly and a receipt shall be issued in Form J1.

(14) The Authority may depute an officer to verify the above particulars on complaint or on its own initiative.

**27. PENALTY FOR NON-PAYMENT OF FEE:**

If any market functionary or pharria intentionally fails to deposit the market fee due, the market committee on satisfying itself may charge any amount up to eleven times the fee as penalty along with cancellation of the registration.

**PART-V: MARKET COMMITTEE FUND**

**28. RECEIPTS TO BE CREDITED DAILY INTO THE SCHEDULED BANK:**

(1) All money, fee, charges, etc. payable to the market committee shall be credited into a scheduled bank through prescribed challan as per time limits and in accordance with the instructions issued by the market committee from time to time in this behalf and a resolution to this effect having been passed by the market committee and shall not be withdrawn except as provided in the Regulations.

Provided that counterfoil of the paid challan shall be treated as receipt on behalf of the market committee concerned.

(2) At the close of each month or at such shorter intervals as may be the practice, the Secretary Market Committee shall in accordance with these Regulations get a statement of accounts from the bank. The Secretary Market Committee shall compare such balance or statement of accounts with its own books.

**29. REFUND OF CERTAIN AMOUNTS:**

(1) When –

(a) Any sum has been deposited or paid in the market committee fund for the grant of a registration which in fact has not been issued; or

(b) Any market fee has been recovered in excess of the amount actually due; or

(c) Any money has been paid by mistake, the market committee shall, on a written application being made within 30 days from the date of payment



of the amount claimed back, and after making such enquiry as it may consider necessary, order the refund of an appropriate amount, which shall be repaid to the person concerned out of the funds of market committee.

- (2) The power conferred on the market committee by clause (1) may also be exercised by the Chairman of the market committee, if so, authorized by a resolution of the market committee.
- (3) The application for refund shall contain such particulars as are necessary to enabling the amount to be traced.
- (4) Refund of security amounts of the contracts, if any, shall be made after adjustment if so required.

**30. PROCEDURE OF PAYMENTS BY THE MARKET COMMITTEE:**

- (1) All payments by the market committee, in excess of rupees ten thousand (Rs. 10,000/-), shall be made through a crossed cheque.
- (2) Every cheque drawn on behalf of the market committee shall be jointly signed by the Chairman and Secretary Market Committee concerned.

Provided that except to the payment of salaries of the establishment and recurring expenditures, any other amount exceeding Rs.100,000/- shall not be paid without previous sanction of the market committee;

Provided further that in the absence of the chairman, or in case of his inability on account of illness or other circumstances to perform his duties, sanction may be granted by the vice-chairman and where a market committee has ceased to function and a new committee has not been constituted, or if constituted, the chairman, or the vice-chairman, as the case may be, has not assumed office, or the chairman or vice-chairman having resigned or having died, no one has been elected to fill up the vacancy, any gazetted officer authorized by the Director General shall grant sanction.

- (3) Secretary Market Committee shall be the Drawing and Disbursing Officer of the market committee.

**31. WRITING OFF IRRECOVERABLE DUES AND LOSSES:**

Whenever it is found that any amount due to the market committee is irrecoverable or should be remitted or whenever any loss of the market committee's money or stores or other property occurs through fraud or negligence of any person or for any other cause, and such property or money is found to be irrecoverable, the fact shall be reported to the Authority through Director General, who may order the amount or value of property to be written off as lost, irrecoverable or remitted, as the case may be.

Provided that if in any case the amount involved or value of such property is in excess of Rs.500,000/- such order shall not take effect without the approval of the Government.

**32. CREDIT OF FUND WITH THE AUTHORITY:**

Every market committee shall deposit 10% percent of its monthly income under head registration fee and market fee as contribution towards in Agriculture Marketing Development Fund, for the better working of the market committees, or for meeting the expenditure to be incurred on carrying out the purposes common to or for the overall interest of the market committees or for purposes of overall development of the public sector Agricultural Produce Markets as provided under section 19(2)(g) of the Act.

Provided that such amount shall be deposited by every market committee monthly in the fund maintained and operated by the Authority.

## **PART-VI: BUDGET AND ACCOUNTS**

### **33. BUDGET:**

- (1) For the purpose of budget and for following these Regulations, the financial year shall commence on 1st July every year and end on 30<sup>th</sup> June following.
- (2) There shall be a budget committee which shall include the concerned Agriculture Officer (E&M) as a member thereof.
- (3) In addition to estimated income and recurring expenditures for the year the Budget Committee shall draft budget proposals for development works, plans and estimates for the construction, repairs of premises, provisions of amenities and facilities etc. in market(s).
- (4) The draft budget proposals shall be prepared and placed before the market committee by 15<sup>th</sup> of April each year.
- (5) A market committee shall annually hold a special meeting, not later than 30th April, to prepare and adopt budget of income and expenditure for the ensuing year.
- (6) A triplicate copy of budget so adopted shall be submitted to the Extra Assistant Director of Agriculture (Economics & Marketing) who shall after such scrutiny as may consider necessary forward the same with his comments to the Director of Agriculture (Economics & Marketing) Punjab by 15<sup>th</sup> of May. The Director of Agriculture (Economics & Marketing) Punjab shall forward the same with his recommendation to the Director General for approval. The market committee shall be bound to regulate its expenditure in accordance with the sanctioned budget.
- (7) If the budget is not prepared and got sanctioned by a market committee before the commencement of any financial year, the Director General may have the necessary statement prepared and such certified statement shall be deemed to be the sanctioned budget of the Market Committee.
- (8) At any time before the expiry of the financial year, to which the budget relates, a revised or supplementary budget for the year may, if necessary, be prepared and got sanctioned from the Director General.
- (9) A market committee may, if necessary, during the budget year make a re-appropriation in the budget and such re-appropriation shall not be made except by a majority of the votes of the members present in the meeting.
- (10) No expenditure shall be incurred, for which there is no provision in the budget, unless it can be met by re-appropriation from savings under other heads or by a supplementary grant from the available reserve sanctioned at a meeting of the market committee and approved by the Director General.

### **34. ACCOUNTS AND AUDIT OF THE MARKET COMMITTEE:**

- (1) Every market committee shall prepare and keep at its office books of accounts and other relevant books, papers and financial statements for every financial year which give a true and fair view of the state of the affairs of the market committee.
- (2) The accounts of a market committee shall be audited by a Government Audit Agency or a firm of chartered accountants authorized by the Authority.  
Provided that a market committee may pass a resolution for appointment of any authorized firm of chartered accountants which shall prepare its accounts in accordance with the fifth schedule of Companies Act 2017.

- (3) A market committee shall publish a statement of its assets and liabilities at the close of each financial year, with a balance sheet by 31<sup>st</sup> July following, and shall furnish, on payment of such fee as may be fixed by it, a copy of the statement to any grower, buyer or seller, applying for it.
- (4) The Secretary of the market committee shall at the time of audit, cause to be produced all accounts, registers, documents and other papers which may be required by the audit authority for audit purposes and any explanation called for by him in regard to any discrepancy shall immediately be furnished.
- (5) To meet the cost of audit every market committee shall deposit such an amount of audit fee to the concerned Audit Agency as may be prescribed by the Authority from time to time.

## **PART-VII: AUTHORITY'S CONTROL**

### **35. CONTROL BY THE AUTHORITY:**

- (1) The Chairman, any Members of the Authority on the instruction of the Chairman, Director-General, Director of Agriculture (Economics and Marketing) Punjab, Deputy Director of Agriculture (Economics and Marketing) or Extra Assistant Director of Agriculture (Economics and Marketing) within his jurisdiction or any officer authorized by the Authority in this behalf, by general or special order, may:
  - (a) Enter into, inspect and survey or cause to be entered into, inspected and surveyed, any movable or immovable property owned or occupied by any market committee or any work in progress under its supervision.
  - (b) By an order in writing addressed to the chairman or secretary market committee, call for and inspect, or cause to be inspected, any book or document in possession or under control of the market committee, and the chairman or secretary, as the case may be, shall immediately comply with such order.
  - (c) By an order in writing, addressed to the chairman or secretary market committee, require the market committee to furnish within a specified period any statements, accounts, reports, or copies of documents in possession of the market committee or pertaining to its proceedings or working.
  - (d) Enquire generally into the affairs of the market committee with a view to ascertaining whether the same are being satisfactorily administered, and for the purposes of such enquiry make use of any property of the committee, and exercise the powers mentioned in clauses (a), (b) and (c) of this Regulation, and the members, officers and servants of the market committee shall render such assistance in the enquiry as the person or persons conducting the enquiry may deem necessary.
- (2) The officers mentioned under clause (1) may record in writing for the consideration of any market committee such observations as he may think proper in regard to the proceedings, working, functions or duties of the market committee.
- (3) Every market committee shall submit such reports, daily or periodically to the Authority, Director of Agriculture (Economics and Marketing) Punjab, Deputy Director of Agriculture (Economics and Marketing) or Extra Assistant Director of Agriculture (Economics and Marketing) as directed.
- (4) The Authority may conduct sample audit and performance audit of the Market Committee.

**36. DISSOLUTION OF MARKET COMMITTEE:**

- (1) If at any time, the Authority is satisfied that a situation has arisen in which the purposes of the Act cannot be carried out in accordance with the provisions of the Act, the Authority may, by notification, dissolve such committee by providing detailed reasons thereof and declare that the functions of the market committee shall, to such extent as may be specified in the notification, be exercised by such officer of the Authority or Agriculture Department, as Administrator, as it may direct:

Provided that, before issuing a notification under this sub-section, the Authority shall give a reasonable opportunity to the market committee for showing cause against the proposed dissolution and shall consider the explanations and objections, if any, of the market committee and pass a speaking order thereupon.

- (2) Upon the publication of a notification under clause (1) the following consequences shall ensue: -
- (a) all the members including the chairman and vice-chairman of the market committee shall, as from the date of such publication, be deemed to have ceased to be members of the market committee;
  - (b) all assets of the market committee shall vest in the Authority and the Authority shall be liable for all the legal liabilities of the market committee subsisting at the date of its dissolution up to the limit of the said assets.
- (3) A new market committee shall be constituted within 45 days from the date of supersession of the market committee.

**PART-VIII – PUBLIC AGRICULTURAL PRODUCE MARKETS**

**37. AGRICULTURAL PRODUCE TO BE REGULATED IN PUBLIC MARKET:**

The Authority may by notification allow a market committee to regulate sale and purchase of any of the agricultural produce.

**38. ESTABLISHMENT OF A NEW PUBLIC MARKET AND ITS SHIFTING:**

- (1) The Authority may allow the establishment of Public Market in the manner hereinafter provided.
- (2) Any Market Committee intending to establish a new market shall, after due publicity, invite expression of interest from landowners for offering required land in the selected area where market is intended to be established.
- (3) The market committee shall prepare proposal(s) in the light of guidelines appended to these Regulations as 'Schedule D' containing features of site location and preliminary planning report with respect to design, construction and business model of the market.
- (4) The market committee shall forward the application or applications to Extra Assistant Director of Agriculture (Economics and Marketing) with its comments who, shall inspect the site and undertake necessary scrutiny, furnish feasibility report and forward the case with his report to the Director of Agriculture (Economics and Marketing) Punjab who shall visit the site in person and shall transmit the case with his comments to the Authority for orders.

- (6) The Authority, after considering the aforesaid reports/comments/remarks, may allow or disallow the establishment of the new market. The decision of the Authority in this regard shall be final.
- (7) Establishment of the market shall be subject to the following conditions:
- (a) The owner of the land shall sell the selected site at a fixed price of Rs.1000 (one thousand rupees) per Marla and execute the sale-deed in favour of the market committee within a period of two months from the date of communication of the decision of the Authority under clause (6), failing which the authority may withdraw the decision about establishment of the new market.
- Provided that if the feasible site is not offered by the owner then market committee may acquire the land as provided in section 15J of the Punjab Agricultural Marketing Regulatory Authority Act 2018 or purchase feasible state land after the approval of Board of Revenue for establishment of a new market.
- (b) The market committee shall prepare a plan for the development of the selected site, carved out plots according to the Standards and Parameters (S&P) given in the general guidelines (Schedule-D) and after getting approval of the plan by the Authority, may dispose of the plots by selling through allotment, open auction or on lease basis on settled terms and conditions, and through a committee constituted by the Authority.
- Provided that in case of shifting of public markets, one plot shall be allotted against one shop to the owner(s) of the shop(s) in the already existing market on allotment price approved by the Authority and the remaining plots shall be sold out through an open auction.
- Provided further that if new public market is established other than for the purpose of shifting the business from an old congested market to the new market on a purchased state land or private land acquired under section 15J of the Punjab Agricultural Marketing Regulatory Authority Act, 2018 all the plots shall be disposed of through open auction or leasing or any combination thereof.
- (c) The market committee shall construct public offices, auction platform, parking, roads, water supply system, sewerage, public toilets, and weighbridge etc. and shall install streetlights in the new market and shall be responsible for their proper maintenance and for general cleanliness of the premises.
- (d) One-third of the total sale proceeds of commercial plots shall be paid by the market committee to the owner of private land described under clause 7 (a) of this Regulation.
- (e) In case of forfeiture of a plot and re-auction thereof, the landowner shall not be entitled to claim an amount in excess of what he has already received.
- (f) In case of shifting the market to the new place, the previous market shall be declared as abandoned and sale and purchase of agricultural produce shall be prohibited in abandoned market.
- (g) Building plan of the market shall be according to the design approved by the Engineering Wing of the Authority. The market committee shall have the right to charge the design fee at the rate of per square feet covered area fixed by the market committee. No alteration or amendment in the approved plan and buildings design shall be allowed

- except on the recommendation of the Engineering Wing subject to the approval of the Authority.
- (h) All development works shall be executed under supervision of the Executive Engineer or the C&W Department.
  - (i) No charge or fee, permissible in any other law for the time being in force, shall be leviable in the premises of the market.
- (8) The markets that have been established prior to coming into effect of these Regulations but where plots have not been disposed of, shall also be disposed of under the provisions of these Regulations.

**39. CONTROL AND CONSERVANCY OF THE MARKET:**

- (1) A market committee shall exercise such control over the market for the sale and purchase of agricultural produce therein, as may be required for the due observance of the provisions of the Act, Rules, Regulations and bylaws framed there under, and shall manage the affairs of the market in the best interest of the trade.
- (2) A market committee shall, as far as the funds at its disposal permit, provide shelter and drinking water for visitors and animals coming to the market. It shall keep all property vested in it in a sanitary condition.
- (3) A market committee shall make a general order providing for regulation of ingress and egress of traffic in the market and specify places where vehicles and animal carts shall be unloaded parked and where animals tethered. For information of the persons visiting the market, such an order shall be exhibited outside the office of the market committee and at such conspicuous place or places in the market as the chairman of the committee may determine.
- (4) No person shall construct, re-construct or alter a building design in the market except according to the layout and building plan as well as with the prior permission in writing of the competent forum.
- (5) No person shall throw or deposit any filth, refuse, dirt and rubbish on, or over any open space, road, drain, or platform in the market except at the places specified by the market committee.
- (6) No person shall wash vehicles, clothes or utensils at any water-tap, tank or reservoir in the market area.
- (7) No person shall cut or destroy the trees or damage building or wire-fencing provided by the market committee in the market.
- (8) No person, market functionary or pharria shall work outside of the public market.
- (9) The market committee may control or regulate traffic in the market area and for this purpose may fix gates for the ingress and egress of carts, camels, tongas, rickshaw, loader rickshaw, motor vehicles etc. in the market.
- (10) The market committee may fix daily closure timings of the market for the purpose of cleanliness and infrastructure maintenance activity.
- (11) The market committee may specify a place or places and timing for auction of the specific agricultural produce in the market.
- (12) The market committee may fix rates of fee charged for parking of vehicles, animal carts, bicycles and motorcycles in the market every person entering the market shall comply with the provision of the general orders, directions regarding control and conservancy of market as may be issued by the market committee from time to time.

**40. RATE OF COMMISSION AND REMUNERATION OF A MARKET FUNCTIONARY AND MARKET WORKER:**

- (1) In regard to any sale or purchase of agricultural produce no functionary shall charge for the services not actually rendered by him and any remuneration in excess of the rates specified below: -
  - (a) Commission agent:-
    - (i) 1.50 percent in the case of food grain and other crops
    - (ii) 2.50 percent in the case of fruits, and
    - (iii) 3.12 percent in the case of vegetables, worked out on the basis of the value of the agricultural produce.
  - (b) Broker:-  
0.25 percent of the value of agricultural produce bought or sold
  - (c) Weighman and Palledar:-  
Market Committee shall fix and notify rates of remuneration of weighman and palledars working in different types of markets separately on the basis of per weight or packing unit, whichever is applicable.
- (2) The seller shall not be liable to pay the remuneration mentioned in clause (1) if he does not hire the services of any of the functionaries.
- (3) Remuneration due to a broker, weighmen measurers, palledar or changer shall be payable by the seller of the produce sold through a commission agent. The commission agent will get his commission from seller. In other transactions the remuneration to any commission agent shall be payable by the person employing him.
- (4) No allowance, deduction or charges of any kind in any form, not permitted by these Regulations shall be allowed in respect of any transaction of sale or purchase of agricultural produce.
- (5) Every market functionary shall give a receipt in Form 'K' appended to these Regulations for the amount received by him as commission, etc. on his behalf or on behalf of broker, weighmen, warehousemen, palledar, etc., who were actually employed for the sale or purchase of agricultural produce.
- (6) Every market functionary shall be registered under Regulations 23 of these Regulations.

**41. EMPLOYING A BROKER:**

- (1) No person shall, in the absence of any express agreement be bound to employ a broker in the transaction, or be required to pay for a broker employed by any other party to the transaction, or to pay for a broker when none has been employed.
- (2) Where any person enters into any transaction for the purpose of sale of any agricultural produce through a commission agent and the commission agent, without a written authority from his principal, employs a broker in connection with such transaction, the broker's remuneration shall be payable by, and may be paid out of the remuneration due to such commission agent.
- (3) The same person shall not act as broker both for the buyer and the seller of an agricultural produce in the same transaction.
- (4) No person shall advance money for the purchase of or have in his possession the document of title relating to, agricultural produce in connection with which he is employed as a broker.

**42. EMPLOYMENT OF AUCTIONEER AND SALE OF AGRICULTURAL PRODUCE:**

- (1) All agricultural produce brought into the market for sale shall be sold by an open auction at a specified place and at a time fixed by the market committee.
- (2) The auction shall only be conducted by the authorized auctioneer of the Market Committee.
- (3) A market committee may also employ on such terms, as may be fixed by it, one or more auctioneers for sale of any agricultural produce by an open auction as per requirement.
- (4) A seller entering in a market shall make an application in Form 'H' for the sale of agricultural produce through the auctioneer. Such application shall immediately be entered into the Authority's data-base/Marketing Information System and be given a daily serial number and shall, after the auction, be preserved in the office of market committee.
- (5) A bid shall not be offered by secret signs and the auctioneer shall record each bid of the auction in the manner provided in clause (10).
- (6) The highest bid offered by a buyer shall only be considered the sale price of the agricultural produce if seller of the agricultural produce or his representative confirms the same as final sale price.
- (7) A person engaged by a seller to sell agricultural produce on his behalf shall not act as a buyer either for himself or on behalf of another person in respect of such produce without the prior consent of the seller.
- (8) The buyer shall be considered to have thoroughly inspected the agricultural produce for which he has made a final bid and shall have no right to back out from it.
- (9) No deduction shall be made from the agreed price of the consignment.
- (10) As soon as the auction of an agriculture produce is over the auctioneer shall secure the signatures of the buyer and the seller or their respective representatives, whoever may be present at the spot in a book to be maintained in Form 'M': The book shall consist of at least one hundred pages or multiple thereof and its first and last page shall be signed, stamped and dated by the secretary market committee or his authorized official
- (11) After the sale is completed, the auction form duly completed shall be forwarded by the auctioneer to the concerned registered commission agents as well as to the market committee, which shall preserve it for three years.
- (12) The registered commission agent concerned shall make payment immediately to the seller on delivery of the produce to buyer in case of fruits and vegetables or after the weighment is over in case of grains.
- (13) Every registered commission agent shall, on delivery of agricultural produce to a buyer, execute a memorandum in Form 'K' and deliver the same to the seller and Market Committee on the same day or the following day, mentioning sale proceeds, market fee and market charges admissible under the Rules, Regulations and bye-laws. The counterfoil shall be retained by the commission agent.
- (14) Delivery of agricultural produce after sale shall not be made or taken unless and until the Commission agent has given to the seller a sale voucher in Form 'K'.
- (15) In the absence of any written agreement to the contrary the sale price of agricultural produce shall be paid to the seller on delivery.



**43. CONDUCT OF PHARIAS FOR WHOLESALE:**

- (1) The registered pharria of fruit & vegetable market shall only conduct their business at specified places and shall purchase agricultural produce through open auction in the market.

Provided that the pharria may only be allowed to bring any of agricultural produce directly into the fruit & vegetable market for sale at his specified place, in case the said agricultural produce is not available in the market or supplied in lesser quantity, in such like situation the decision of the Secretary, market committee shall be final.

- (2) A pharria shall:
- (a) in no case sell agricultural produce at a rate over and above the one notified by the market committee;
  - (b) maintain cleanliness of the premises allocated to him;
  - (c) place a trash can for refuse collection and dispose of the same at the filth depot specified by the market committee;
  - (d) grade the agricultural produce at the designated location and not at the premises allocated to him.
- (3) In case of violation, any of the following penalties shall be imposed:
- (a) registration shall be cancelled;
  - (b) space allocated to the pharria shall be withdrawn;
  - (c) stock available at the premises allocated to him shall be confiscated;
  - (d) fine up to Rs. 10,000 shall be imposed by the inspecting official.
- (4) The Market Committee shall frame SOPs for conduct of business of pharrias and the Secretary Market Committee shall be responsible for ensuring their strict implementation. In case of violation of the SOPs the concerned Secretary Market Committee shall be held responsible.
- (5) The registered pharria of the grain market shall make only petty purchases from sellers and shall be allowed to offer the bulk for wholesale in the market.

**44. PREVENTION OF MIXING OF AGRICULTURAL PRODUCE:**

- (1) No person shall mix agricultural produce, or place or offer mixed agricultural produce for sale, in a market.
- (2) Market committee shall take all necessary steps to stop or prevent arrival of mixed agricultural produce in the market.

**Explanation.** – For the purposes of this Regulation mixing of agricultural produce shall include mixing of different varieties, mixing of sieved remains of the agricultural produce with agricultural produce and mixing of earth, dirt, sand and stones or any other extraneous matter with any agricultural produce.

**45. GRADING, PACKING, AND LOGISTICS OF AGRICULTURAL PRODUCE:**

- (1) The grading, packing and logistics standards established by the Authority shall be applicable to the agricultural produce to be traded in a market.

**Explanation.** – graded commodity in standard pack means all agri produce should have uniform character like size, color, ripping, etc. packed from top to bottom.

- (2) No person shall fill or cause to be filled any agricultural produce in a packing material except in accordance with standards fixed by the Authority.
- (3) All transactions in a market in terms of packing units shall be deemed to have been entered into in accordance with standards fixed by the Authority.

**46. PUBLICATION OF MARKETING INFORMATION AND DAILY PRICES OF AGRICULTURAL PRODUCE:**

- (1) Every market committee shall be mandatorily required to be connected to the Marketing Information System of the Authority set up under section 15L of the Act and shall forthwith upload the arrival and prices of all the agricultural produce brought or sold in the market, at the time of auction.
- (2) A market committee may, for the benefit of the persons using the market, exhibit at a suitable place outside its office, and at such other place or places within the market and its catchment area as may be determined by it, bulletins of information regarding demand and supply situation of agricultural produce, its daily wholesale price, grading, packing, handling and storage of agricultural produce prevailing in the market and at the major markets in the province.
- (3) Such bulletins shall be signed by the chairman or the secretary or a person appointed by the chairman in writing in that behalf and a copy of every such bulletin shall be kept for record in the office of the market committee and distributed to the Government departments, the authority, autonomous or semi-autonomous bodies and such other agencies as may from time to time be determined.
- (4) The Secretary market committee shall prepare and issue daily retail rates of Fruits and Vegetables in accordance with the margins of profits fixed by the Government or the Authority.
- (5) The market committee shall supply the daily wholesale and retail rates to the Government departments, the authority, autonomous or semi-autonomous bodies and such other agencies shall be supplied as may from time to time be determined.
- (6) The daily retail rate list issued by the Secretary market committee may be distributed within the catchment area.

Provided that the Authority may outsource the distribution of rate list through contractor appointed by the Authority, for information of general public and its implementation.

**47. RATES OF FEE AND SERVICE CHARGES APPLICABLE IN THE MARKET:**

The following additional rates of fee and service charges shall be applicable in the public market:

- (a) rate of parking fee at specified places of the market as per schedule under market committee's byelaws.
- (b) rate of entry fee for the commodities other than agricultural produce entering in the market, if allowed by the Authority, as per schedule under market committee's byelaws.

**48. CONDUCT OF BUSINESS**

Where a market has been established with the approval of the Authority, all transactions (sale and purchase) of agricultural produce shall be conducted within the market premises.

## **PART-VIII: MISCELLANEOUS**

### **49. REFERENCES:**

All references from a market committee to any officer of the Government shall be made through the head of the department or officer concerned.

### **50. BAR OF SUITS IN ABSENCE OF NOTICE:**

- (1) No suit shall be instituted against any Market Committee or any member or employee thereof or any person acting under the direction of any such market committee, member, or employee for anything done or purporting to be done under the Act, until the expiration of fourteen days next after a notice in writing stating the cause of action, the name and place of abode of the intending plaintiff and the relief which he claims, has been, in the case of a market committee, delivered or left at its office, and in the case of any such member, employee or person as aforesaid, delivered to him or left at his office or usual place of abode and the plaint shall contain a statement that such notice has been so delivered, or left.

Provided that if any such suit is filed without delivering or leaving such notice as aforesaid or before the expiration of the said period of fourteen days or where the plaint does not contain a statement that such notice has been so delivered or left, the plaintiff shall not be entitled to any cost.

- (2) No suit shall be maintainable unless it is instituted within six months from the date of accrual of the cause of action.

### **51. ENGAGEMENT OF A LAWYER:**

A market committee individually, or jointly with other market committees, may engage a lawyer for the conduct of its cases in a Court of Law, subject to the following: -

- (a) A market committee shall not be competent to sanction a fee to a lawyer exceeding Rs. 30,000/- (Thirty Thousand only).
- (b) If the fee of a lawyer who is being engaged by a market committee exceeds Rs. 30,000/- (Thirty Thousand only) but does not exceed Rs. 50,000/- (Fifty Thousand only), a prior sanction of the Director of Agriculture (Economics & Marketing), Punjab shall be necessary, and that of the Director General, if it exceeds Rs. 50,000/- (Fifty Thousand only).

Provided that fee may be enhanced up to 100% in special circumstances recorded in writing and with prior approval of the Authority.

### **52. IMPROVEMENT OF MARKETS AND MARKETING SYSTEM:**

A market committee, subject to the previous sanction of the Authority, may:

- (a) provide missing infrastructure in the market and improvement thereof;
- (b) install weighbridges;
- (c) provide mechanism for ICT based recording of arrivals, auction & price data;
- (d) establish market information desk in the market;
- (e) provide rest areas for growers and draught animals;
- (f) establish a standard packing material bank for use of growers in bringing of their agricultural produce to the market;
- (g) purchase machinery for cleanliness in market;
- (h) take measures to improve revenue generation;

- (i) provide for grading, storage, warehousing, transportation; and
- (j) improve supply chain.

**53. REMOVAL OF ENCROACHMENT:**

- (1) If any person makes a moveable or an immovable encroachment on over or under a road, drain, 'thara', platform or open space belonging to a market committee, the market committee, in addition to instituting criminal proceedings against him under Pakistan Penal Code, may, by notice, require the person responsible for any such encroachment to remove the same in a period of seven days, and if the encroachment is not removed within such period, the market committee may cause the encroachment to be removed through its own agency and the cost incurred thereon by the market committee shall be recoverable as arrears of land revenue along with penalties as per section 25(5) of this Act:

Provided that, no action under this Regulation shall be taken without providing an opportunity of being heard to the person, to be affected thereby.

Provided further that temporary or moveable encroachments may be removed by market committee at any time without any notice.

- (2) Notwithstanding anything contained in any other law, no compensation shall be payable for any encroachment removed or caused to be removed under these Regulations.

**54. INSPECTION AND SEIZURE OF AGRICULTURAL PRODUCE:**

- (1) The secretary market committee or any employee of the market committee not below the rank of Inspector, in the course of performance of his duties, may:
  - (a) Enter into any building, enclosure or place used for sale and purchase, weighment or measurement of an agricultural produce in a market area and may himself inspect, weigh or measure or cause to be inspected, weighed, or measured any agriculture produce found in the said building, enclosure or place;
  - (b) Himself inspect, weigh or measure or cause to be inspected, weighed or measured, any agricultural produce entering in the market; and
  - (c) Seize any agricultural produce of the person in respect of which, or any material by which, any breach of the provisions of the Act, or of the rules or regulations or byelaws made thereunder, is reasonably believed to have been committed.
- (2) An inventory of the agricultural produce or the articles so seized shall be prepared by the officer or servant proceeding under this Regulation, and a copy thereof shall be given to the person from whose custody the agricultural produce or other articles have been taken into possession.
- (3) The secretary market committee or any employee of the market committee not below the rank of Inspector seizing the agriculture produce under this Regulation shall keep such property either in his own custody or require any registered market functionary in the market to take it into his possession and keep the same in his charge till such time as the inquiry in regards to the said property is completed and final orders regarding its disposal are passed by the secretary market committee on same day in case of perishable commodities:

Provided that no compensation shall be payable to the person from whom the agricultural produce is seized and disposed of.

Provided further that the chairman of the market committee may for reasons to be recorded in writing may direct that the property be released and

restored to the person from whom it was seized or taken possession of after compounding of offence.

- (4) The expenses incurred on transportation and storage of the property seized under this Regulation shall be recoverable from the person to whom the property is to be restored. If such person refuses or fails to pay such expenses, the property or such part thereof, as may fetch the amount of money so expended, shall be sold or auctioned under the orders of the chairman of the market committee and the amount realized by such sale or auction shall be adjusted towards transportation and storage charges, and the balance, if any, paid to the person to whom the property belonged or was due to be restored.
- (5) When the property is required to be restored to person from whom it was seized, a notice shall be issued to him for appearance at such place and time as may be specified in the notice for the purpose of taking its delivery. If such person refuses or fails to take delivery of the property at the appointed place and time, the property shall be sold or auctioned, under the orders of the chairman of the market committee and the amount realized by such sale or auction shall be adjusted towards the expenditure incurred in this behalf, and the balance, if any, shall be paid to the person to whom the property was due to be restored.

Provided that such person applies for it to the market committee within 90 days of the sale or auction.

- (6) The registered market functionary required by the secretary market committee or any employee of the market committee not below the rank of Inspector to take possession of the property seized shall not refuse to do so otherwise market committee may cancel his registration under section 16 (3) of the Act.
- (7) The secretary market committee or any employee of the market committee not below the rank of Inspector may seal any property of a person in respect of which, or any material by which, any breach of the provisions of the Act, Rules, Regulations or bye-laws made thereunder, is reasonably believed to have been committed in the market.
- (8) The Extra Assistant Director of Agriculture (Economics and Marketing) may for reasons to be recorded in writing may direct that the property sealed by the secretary market committee or refused by the chairman provided under clause (3) be de-sealed after compounding of offence.
- (9) The amount received after compounding of the offence shall be credited in the market committee funds.

**55. LEVY OF SURCHARGE ON LOSS:**

- (1) Every member of market committee shall be liable for the loss, waste or misapplication of any money or property belonging to a market committee, if such loss, waste or misapplication is proved to the satisfaction of the Authority to be the direct consequence of such member's neglect or misconduct in the performance of his duties while being a member of the market committee.
- (2) The member against whom an order under clause (1) is made may within one month of the issue of such order, appeal to the Secretary, Agriculture which shall have the power of confirming, modifying or setting aside the order.

**56. COMPOUNDING OF OFFENCE:**

- (1) A Market Committee may compound any offence and may execute this power at any time before directing prosecution, or where a prosecution has been initiated, before the case is finally disposed of by the trying court.

- (2) In case the chairman of the market committee receives an application for compounding of an offence, he shall place the matter in the next meeting of the market committee in accordance with the provisions of sub-section (k) of Section 15C of the Act.
- (3) The market committee while compounding an offence shall in no case accept an amount less than fifty percent of the maximum fine that can be imposed for the offence:

**57. APPEALS AGAINST MARKET COMMITTEES DECISION:**

- (1) Except as may otherwise be provided by the Act, the rules, the regulations and byelaws an order passed by a market committee, shall be appealable to the Director of Agriculture (Economics and Marketing).
- (2) Except as may otherwise be provided by these Regulations, every appeal shall be stamped with a court-fee of Rs.50.
- (3) Every appeal shall be presented to the appellate authority by the appellant, or his duly appointed agent within thirty days of the date of the order appealed against. It shall be accompanied by a copy of such order, and shall set out the grounds of attack, together with a clear statement of the facts relevant thereto, and the relief claimed. It shall state clearly the name and full description of the appellant, who shall sign the memorandum and verify the correctness of the facts stated therein.
- (4) The appeal shall be decided after notice to and after hearing the appellant, the market committee concerned, and the person in whose favor the order under appeal had been made, and after making such further enquiry as the appellate authority may consider necessary.
- (5) A revision against the order passed in appeal by the Director of Agriculture (Economics & Marketing) Punjab, referred to in clause (1), shall lie to the Special Secretary Agriculture Government of the Punjab.

**58. PROCEDURE FOR RECEIPT, HEARING AND DISPOSAL OF COMPLAINTS:**

- (1) A complaint within the cognizance of the Market Committee shall be made in writing to the Chairman and a receipt shall be issued thereof.
- (2) A complaint received under clause (1) shall immediately be entered in a diary register and shall place it forthwith before the Chairman or any other person as may be appointed by the Chairman.
- (3) After serving a notice to the complainant, complaint shall be enquired against person(s) complained of and after giving him/them an opportunity of being heard the order shall be recorded in writing for disposing of the complaint and its report entered in the register Form "N" appended to these Regulations.

**59. MAINTENANCE AND PRESERVATION OF RECORD BY A MARKET COMMITTEE:**

- (1) Every market committee shall maintain and preserve registers, account books and forms, as prescribed under the Act, rules, regulations and the byelaws framed thereunder, as are given in Schedule 'E'.
- (2) Secretary Market Committee on his behalf may nominate any of its employee(s) not below the rank of BS-11 as custodian of the records.

Provided that in case of transfer the custodian, employee shall handover the record to the successor employee or to any other employee nominated by the Secretary Market Committee on proper receipt.

**60. DENOTIFICATION AND CHANGE OF STATUS OF A MARKET:**

The Authority, in the manner prescribed through Regulations, may also:

- (i) de-notify a market;
- (ii) convert the status of a private market to a public market;
- (iii) convert the status of a public market to a private market;
- (iv) allow the establishment, administration and management of a market through public private partnership;
- (v) allow change of nomenclature and nature of business of a market; and
- (vi) allow outsourcing of public markets or any service of a market as well as collection rights of market fees etc.

**61. FRAMING OF BYE-LAWS:**

- (1) A Market Committee may adapt for its use the Model Byelaws framed and approved by the Authority for specifying the opening hours, holidays, timing and method / condition of auction as well as for other matters provided therein till it remains unable to frame its own byelaws.
- (2) A market committee may, in respect of the public market(s) under its management, make byelaws for—
  - (a) conduct of business;
  - (b) conditions of trading;
  - (c) delegation of powers, duties and functions of market committee and its sub-committees, if any.
  - (d) remunerations of different market worker working in the market and rendering any service in connection with the sale or purchase of agricultural produce;
  - (e) rates and procedures for the services rendered by the market committee; and
  - (g) such other matters as are in the opinion of the market committee or the Authority necessary or expedient to be provided in the byelaws.
- (3) Bye-laws framed by a market committee or any amendment thereof shall be published for one week at a prominent place in the market(s) under its management control. Any objection in writing received by the market committee within ten days of the first day of publication shall be considered in a meeting of the market committee. The bye-laws as finally approved by the market committee shall be submitted to the Director of Agriculture (Economics & Marketing) through Extra Assistant Director of Agriculture (E&M) concerned, who shall at his discretion be competent to remit the same for the reconsideration of the market committee along the lines to be indicated in his order. The market committee, after making such modifications, if any as it may consider necessary, shall return the bye laws to the Director of Agriculture (Economics & Marketing) through Extra Assistant Director of Agriculture (E&M) concerned, who shall then forward the same to the Authority with such recommendations as he may deem proper, and the Authority shall confirm the bye-laws with such modifications as it may consider necessary, without any further publication.
- (4) The byelaws as approved by the Authority shall be published in the official gazette and shall take effect from the date of such publication.
- (5) The market committee may amend the byelaws with the approval of the Authority.

- (6) The Authority may suspend or cancel byelaws of a market committee and thereupon the byelaws shall cease to have effect.

**62. DELEGATION OF POWERS:**

Any Competent Authority provided under these Regulations, with the prior approval of the Authority, may delegate any of its powers and functions to any subordinate officer or authority under these Regulations but any delegated power shall not be further delegated.

**63. REPEAL AND SAVINGS**

- (1) The Market Committees (Establishment and Constitution) Regulations, 2019 are hereby repealed.
- (2) Notwithstanding the repeal of the Regulations specified in clause (1), everything done, action taken, obligation, liability, penalty or punishment incurred, registration, inquiry or proceeding commenced, committee constituted or person appointed or authorized, jurisdiction or power conferred, bye-law made and order or notification issued under any of the provisions of the said Regulations, shall, if not inconsistent with the provisions of these Regulations, be continued and so far as may be deemed to have been respectively done, taken, incurred, commenced appointed, authorized, conferred, made or issued under these Regulations.



## SCHEDULE “A”

### Under Regulation 18 (3)(a) of the Punjab Market Committees Regulations, 2020

Name of the Post	Class of Market Committee		
	A-Class (BS)	B-Class (BS)	C-Class (BS)
Secretary	17	16	15
Superintendent	17	-	-
Head Clerk	16	-	-
Accountant	15	15	-
Senior Clerk	14	-	14
Sub Engineer	14	-	-
Inspector (Enforcement/Prices)	14	14	-
Sub Inspector (Enforcement/Prices)	11	11	11
Data entry Operator	11	11	11
Junior Clerk	11	11	11
Senior Auctioneer	11	11	-
Auctioneer / Arrival Recorder	7	7	7
Rate clerk / announcer	7	7	7
Electrician	5	5	5
Vehicle/ Tractor Driver	5	5	5
Sanitary Supervisor	5	5	5
Tube well operator	2	2	2
Traffic Controller/ Daftri	2	2	2
Tractor Helper	1	1	1
Chowkidar/ Naib Qasid/ Mali	1	1	1
Sweeper/ Rehri Ban	1	1	1

## SCHEDULE “B”

### Under Regulations 18 (3) (b) of the Punjab Market Committees Regulations, 2020

Sr. No	Name of Post with Scale	Appointing Authority	Minimum Qualification for appointment by		Method of Recruitment	Age for Initial Recruitment		Examination training and other conditions required for service as well as to become eligible for promotion
			Initial Recruitment	Promotion		Min. Years	Max. Years	
1	Secretary “A” Class Market Committee, (BS-17)	Director General	BSc. (Hons.) Agri. & Resource Econ. or B.Sc. (Hons.) Agri. with major in (Agri. Economics/Marketing & Agri. Business) or BBA (Agri. Business) or MBA (Marketing) or MA (Economics)	Graduate from a recognized University	25 Percent by initial recruitment; and 75 percent by promotion from Secretary Market Committees in BS-16 with five years’ experience as such, on the basis of seniority cum fitness.	22	28	Successful completion of mandatory training Course, to be prescribed by the Authority, for the post.
2	Superintendent (BS-17)	-do-	-----	-----	By promotion from amongst the senior most Head Clerks in BS-16 with five years’ experience as such, on the basis of seniority cum fitness.	-----	-----	-do-
3	Secretary “B” Class Market Committee, (BS-16)	-do-	BSc. (Hons.) Agri. & Resource Econ. or B.Sc. (Hons.) Agri. with major in (Agri. Economics/Marketing & Agri. Business) or BBA (Agri. Business) or MBA (Marketing) or MA (Economics)	Graduate from a recognized University	25 Percent by initial recruitment; and 75 percent by promotion from Secretary Market Committees in BS-15 with five years’ experience as such with, on the basis of seniority cum fitness.	22	28	-do-
4	Head Clerk (BS-16)	-do-	-----	Graduate from a recognized University	By promotion from the senior most Accountants in BS-15 with five	-----	-----	-do-

					years' experience as such, on the basis of seniority cum fitness.			
5	Secretary "C" Class Market Committee, (BS-15)	Director of Agriculture (Economics & Marketing)	BSc. (Hons.) Agri. & Resource Econ. or B.Sc. (Hons.) Agri. with major in (Agri. Economics/Marketing & Agri. Business) or BBA (Agri. Business) or MBA (Marketing) or MA (Economics)	Graduate from a recognized University	25 Percent by initial recruitment; and 75 percent by promotion from senior most Inspectors in BS-14 having at least 7 years' experience as such, on the basis of seniority cum fitness.	22	28	-do-
6	Accountant (BS-15)	-do-	B. Com/ BBA (Finance & Accounting) with 2 <sup>nd</sup> Division	Graduation/ B.Com/BBA(Acc ounting & Finance) in 2 <sup>nd</sup> Division	25 percent through initial recruitment and 75 percent by promotion from the Senior most Clerks with five years' experience, on the basis of seniority cum fitness.	-----	-----	-do-
7	Inspector (Enforcement/ Prices) (Bs-14)	-do-	Graduate from a recognized University with five years' experience of relevant jobs	Intermediate in 2 <sup>nd</sup> division	25 Percent by initial recruitment and 75 percent by promotion from senior most Sub-Inspectors with five years' experience as such, on the basis of seniority cum fitness.	22	28	-do-
8	Senior Clerk (BS-14)	-do-	-----	Intermediate in 2 <sup>nd</sup> division	By promotion from the senior most Junior clerks/Data entry operators with five years' experience, on the basis of seniority cum fitness.	-----	-----	-do-
9	Sub-Engineer (BS-14)	-do-	Three years' diploma in Civil Engineering	-----	By initial recruitment	18	25	-do-

10	Data Entry Operator (BS-11)	-do-	Intermediate in 2 <sup>nd</sup> division with three months computer training MS Office from TEVTA or any other recognized institute with 30 WPM in English, and 25 in Urdu typing.	-----	By initial recruitment	18	25	-do-
11	Junior clerks (BS-11)	-do-	Intermediate preferably ICS, I. Com, D. Com with typing speed of 25 words per minute compulsory	-----	By initial recruitment	18	25	-do-
12	Sub-Inspector (Enforcement/ Prices) (BS-11)	-do-	Intermediate preferably (2 <sup>nd</sup> Division)	Matric 2 <sup>nd</sup> division	50 Percent by initial recruitment; and 50 percent by promotion from senior most Auctioneers, on the basis of seniority cum fitness.	18	25	-do-
13	Auctioneer/ Arrival Recorder (BS-7)	-do-	Matric 2 <sup>nd</sup> division preferably computer literate	-----	By initial recruitment	18	25	-do-
14	Electrician (BS-5)	Market Committee	Middle with one year's certificate issued by an institute affiliated with an institution/ Authority / Board recognized by Government of the Punjab.	-----	By initial recruitment	18	25	-----
15	Vehicle / Tractor Driver (BS-5)	-do-	Middle, having valid vehicle driving license (LTV) with three years'	-----	By Initial recruitment	18	25	-----

			experience in a public or private entity.					
16	Sanitary Supervisor (BS-5)	-do-	Matric, having at least two years' experience of the related job	Matric	100 percent by promotion from existing Sweepers, on the basis of seniority cum fitness.			-----
17	Tube Well Operator (BS-2)	-do-	Middle, having at least two years' experience of the related job	-----	By Initial recruitment	18	25	-----
18	Traffic Controller (BS-2)	-do-	Matric	-----	50 Percent by initial and 50 percent by promotion from amongst the officials in BS-1 except vehicle / tractor helper, Mali, Water carrier and sweeper, on the basis of seniority cum fitness.	18	25	-----
19	Daftri (BS-2)	-do-	Middle	-----	By promotion from senior most NaibQasid with two years' experience as such on the basis of seniority cum fitness.	18	25	-----
20	Tractor Helper (BS-1)	-do-	Middle	-----	By Initial recruitment	18	25	-----
21	Chowkidar (BS-1)	-do-	Middle preferably ex-service man	-----	By Initial recruitment	18	25	-----
22	Mali (BS-1)	-do-	Middle and certificate in Horticulture	-----	By Initial recruitment	18	25	-----

23	Naib Qasid (BS-1)	-do-	Middle	-----	By Initial recruitment	18	25	-----
24	Sweeper (BS-1)	-do-	Literate	-----	By Initial recruitment	18	25	-----

**Note:**

- 1) In future all vacant posts shall be filled as per Government Policy, Rules and relevant Regulations.
- 2) Employees of a Market Committee not covered under posts mentioned in Schedule-A shall continue their service against equivalent post e.g., the nomenclature post of Chief Inspector BS-15 has been changed to Secretary Market Committee – C Class BS-15.
- 3) For Ex-Serviceman the upper age limit shall be as per the Government Policy.
- 4) The Government Policy for relaxation of upper age limit shall be applicable.
- 5) Seniority will be maintained as follow: -  
Employees BS-12 or above by the Director of Agriculture (Economics and Marketing) at provincial level, BS-06- to BS-11 by the Extra Assistant Director of Agriculture (Economics and Marketing) at Divisional level, employees BS-01 to BS-05 by the Extra Assistant Director of Agriculture (Economics and Marketing) of the district concerned.
- 6) The promotion shall be made, on the basis of seniority cum fitness. Provided that if the educational qualification criteria for the higher post has been changed, the employee in the lower post shall be given a period of 5 years to improve his educational qualifications, for consideration of his promotion.
- 7) The Employees in BS-01 to BS-05 of the market committee are not normally liable to be transferred out of the district cadre and employees in BS-06 to BS-11 not to be transferred out of the divisional cadre, except on personal request, in which case such employee shall lose seniority.

## SCHEDULE “C”

### Under Regulations 18 (9) of the Punjab Market Committees Regulations, 2020

1	2	3	4	5	6	7
Sr. No.	Name of the Post	Appointing Authority	Authority Competent to Award Punishment	Appellate Authority	Transferring authority	Controlling officers for traveling allowance
1	Officers in BS-16 and above	Director General	Director General	Secretary Agriculture	Director General	Market Committee
2	Officers in BS-11 to 15	Director of Agriculture (Economics & Marketing)	Director of Agriculture (Economics & Marketing)	Director General	Director of Agriculture (Economics & Marketing).	Market Committee
3	Officers in BS-06 to 11	Director of Agriculture (Economics & Marketing)	Director of Agriculture (Economics & Marketing)	Director General	1. Director of Agriculture (Economics & Marketing) 2. EADA (E&M) within District	Market Committee
4	Officials in BS-1 to BS-05	Market Committee	Market Committee	Director of Agriculture (Economics & Marketing)	Extra-Assistant Director of Agriculture (Economics & Marketing) within the District.	Secretary Market Committee

## SCHEDULE “D”

### “General Guidelines for Establishment of a Public Market” [Under Regulations 38 (3) of the Punjab Market Committees Regulations, 2020]

- (1) Establishment of the Public Market shall be subject to the general guidelines in manner herein provided;
- (2) **Location:**
  - (a) No market shall be established within an area of less than 1 km from existing public schools, hospitals or courts and less than 500 meters from any abattoir or other possible sources of contamination.
  - (b) Presence of/or ability to provide utilities (power, water supply, etc.) in the site.
  - (c) Minimum distance to an existing public or private market shall be suitable distance depending on the circumstances, on case to case basis, but not less than 10 km in metropolitan areas; 4 km in municipal areas and 2 km in all other areas including the Town areas, classified as per the Punjab Local Government Act, 2019.
  - (d) Compatibility of the project to the land use plan/zoning laws, rules or Regulations, or in the absence of any of which, the existing dominant land use in the area.
- (3) **Topography:**

The site should not be situated in low lying area or subject to flooding.
- (4) **Size:**
  - (a) Minimum size of a market shall be 5 acres, except flower markets for which a minimum size of 3 acres shall be required.
  - (b) The requisite size must be adequate to accommodate all the proposed activities of the market.
- (5) **Accessibility:** No market shall be established on national or provincial highways; it may preferably be connected through a local road or arterial road.
- (6) **Traffic Count:**

On the basis of degree of traffic generation, the applicant should validate the implementation of an efficient traffic management plan.
- (7) **Roads, Boundary Wall and Circulations:**
  - (a) Pedestrian and vehicular circulation for the public market should be properly planned to facilitate convenience and efficiency.
  - (b) Access, loading and unloading of goods, customer and services should preferably be separated within markets.
  - (c) Carrying capacities of roads and pedestrian walk within the site be adequately planned so as not to obstruct traffic flow along access road.
  - (d) Roads should be of ample size with minimum width of 40 ft.
  - (e) The whole market shall be enclosed through a boundary wall
- (8) **Parking:**

Parking space should be at least 13% of the total area and only delivery vehicles shall be allowed to park in front of the loading and unloading docks.
- (9) **Auction Platform:**

Adequate space should be provided for auction.
- (10) **Public Facilities:**
  - (a) Canteen and toilets blocks shall be provided in the uniform spread as per requirements and estimated number of the visitors.



- (b) Sufficient space for filth depot / dumping site shall be provided on the basis of the estimated quantum of the filth generated.
- (c) The plot for mosque shall be proposed in the layout plan and the commission agents shall construct the mosque from their own resources.
- (11) **Use:**
  - (a) The market and all the properties therein shall be used for market purposes only.
  - (b) Maintenance of the market shall be the responsibility of the market committee.
- (12) **Water Supply:**
  - (a) There shall be sufficient supply of potable water either from the public main water supply or from an approved source.
  - (b) There shall be adequate number of water pipe outlets for easy cleaning of the market and its premises.
  - (c) Ice used in the markets shall come from ice plants with sanitary permit or shall be made from potable water supply.
- (13) **Sewage Disposal, Drainage and Waste Disposal:**
  - (a) Sewage shall be disposed to a public sewerage system or in the absence thereof, in a manner complying with basic standards of hygiene.
  - (b) Sewer line from toilets and urinals shall not be connected with drainage line in the market.
  - (c) Proper solid waste management shall be instituted in the market. In this regard adequate number of refuse bins (separate bin or bin with separator) or refuse depository, one for biodegradable and one for non- biodegradable wastes, shall be provided in strategic places for temporary disposal of refuse before being collected.
  - (d) All receptacles/refuse bins shall be provided with tight fitting lids or covers, so constructed and maintained as to be vermin-proof and easily cleaned.
  - (e) Storage bins or refuse shall be in designated space separate from food handling operations.
  - (f) Storage bins for refuse shall be done in such a way that it shall be inaccessible to vermin to avoid becoming a potential attachment and harborage for vermin and cause of nuisance.
  - (g) Refuse shall be temporarily stored in garbage depository and collected on time as scheduled by the city or municipal collection system.
  - (h) Solid wastes shall be collected daily or more often as necessary.
  - (i) After being emptied, each container shall be thoroughly brushed and cleaned inside and outside with water and soap.
  - (j) Each market shall be shut down for 6 hours each day for cleanliness.
- (14) **Toilet and Hand-Washing Facilities:**

Adequate number of toilet facilities shall be provided with two compartments, one for men and one for women in accordance with requirements.
- (15) **Power:**

Power supply shall be connected to any approved public or community power supply system. A stand-by generator may be provided in case of power failure.
- (16) **Fire Safety Equipment/Facilities:**

Provision/installation of fire safety equipment/facilities in the market should be in accordance with the Fire Code.
- (17) **Help Desk**

A help desk and customer facilitation center shall be made fully functional and staffed by employees of the Market Committee.
- (18) **Standards and Parameters:**

For all the new markets, the land use parameters shall be as follows, with a maximum deviation to the extent of overall 10%:

Description	Type of Market	
	Grain	Non-Grain
Commission agents' plots	25%	25%
Auction platform / hall	18%	13%
Roads	30%	30%
Parking	13%	13%
Pharria Sheds	-	5%
Utility areas e.g., canteens and administration Block, offices, grower's hall, bank, mosque and other facilities such as washrooms, water supply, sanitation, weighbridge, boundary wall etc.	4%	4%
Petty shops, storage, grading, packing, and future facilities.	10%	10%

## SCHEDULE “E”

### Under Regulations 61 of the Punjab Market Committees Regulations, 2020

<b>Sr. No.</b>	<b>Description</b>	<b>Period of Preservation</b>
<b>1</b>	ACR's Files	5 years after retirement
<b>2</b>	Attendance Register	10 years
<b>3</b>	Auction Register	10 years
<b>4</b>	Balance Sheet	10 years
<b>5</b>	Dispute Resolution Register	5 years
<b>6</b>	Budget	5 years
<b>7</b>	Cheque Book	10 Years
<b>8</b>	Cheque Collection Register	10 years
<b>9</b>	Chest Book/Sub-Cash Book	Permanent
<b>10</b>	Composition Register	10 years
<b>11</b>	Demand and Collection Register	10 years
<b>12</b>	Diary Register	5 years
<b>13</b>	Dispatch Register	5 years
<b>14</b>	Establishment Register/Bills	35 Years
<b>15</b>	Files about the Appointment/ Removal and Dismissal of employees	35 years
<b>16</b>	Form 'A1'	Permanent
<b>17</b>	Form 'B1'	Permanent
<b>18</b>	Form 'C1'	Permanent
<b>19</b>	Form 'D1'	Permanent
<b>20</b>	Form 'E1'	Permanent
<b>21</b>	Register Form 'F1'	Permanent
<b>22</b>	Register Form 'G1'	10 years
<b>23</b>	Register Form 'H1'	10 years
<b>24</b>	Register Form 'I'	Permanent
<b>26</b>	Register Form 'J1'	Permanent

<b>27</b>	Register Form 'K'	Permanent
<b>28</b>	Register Form 'L'	Permanent
<b>29</b>	Register Form 'M'	Permanent
<b>30</b>	Register Form 'N'	Permanent
<b>31</b>	General Bills	3 years after clearance of audit
<b>32</b>	General Cash Book	Permanent
<b>33</b>	Guard File	3 years
<b>34</b>	Immoveable Property Register	Permanent
<b>35</b>	Investment Register	Permanent
<b>36</b>	Lease deed	10 years from the date it ceases to have effect
<b>37</b>	Leave Account Register	3 years
<b>38</b>	Ledger Book	10 years
<b>39</b>	Measurement Book	10 years
<b>40</b>	Minutes Book	Permanent
<b>41</b>	Moveable Property Register	10 years
<b>42</b>	Prosecution Register	10 years
<b>43</b>	Record Register	Permanent
<b>44</b>	Register of Court Cases	10 years
<b>45</b>	Register of Deposits	Permanent
<b>46</b>	Surety Bond	10 years from the data they cease to have effect
<b>47</b>	Surety Deposit Register	10 years
<b>48</b>	Service Books	Permanent
<b>49</b>	Stock Register	10 years
<b>50</b>	TA Register/Bills	3 years after clearance of audit
<b>51</b>	Tender Register	Permanent
<b>52</b>	Treasury Challan	3 years after clearance of audit
<b>53</b>	Bank Challan	3 years after clearance of audit

**Form 'A1'**

**Form No.** \_\_\_\_\_

**“Application / renewal for Registration of Market Functionaries”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**Registration No.** \_\_\_\_\_

(1) Application for the grant of a registration for

**Setting up, establishing or continuing or allowing  
to continue any place for the purchase and sale of  
agricultural produce (s)**

(2) Name of Market Committee \_\_\_\_\_

(3) Name of the Market \_\_\_\_\_

(4) Category of Registration \_\_\_\_\_

(5) Registration required for period from \_\_\_\_\_ to \_\_\_\_\_

(6) Name of applicant with Parentage \_\_\_\_\_

(7) Permanent Address of applicant \_\_\_\_\_

(8) Temporary Address of applicant \_\_\_\_\_

(9) CNIC of applicant \_\_\_\_\_

(10) Cell No. of applicant \_\_\_\_\_

(11) Place of Business/Shop No. etc. \_\_\_\_\_

(12) Status of Applicant in the Market (a) Owner (b) Lessee (c) Others

(13) Name/Title of the Firm/Business \_\_\_\_\_

**Form 'A1'**  
**(Second Leaf)**

**“Application for Registration / renewal of Market Functionaries”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

(14) Particular of Person(s) Constituting the Firm/Business:

Registration No. of Firm (if any): \_\_\_\_\_

Sr. No.	Name	Father's/Husband's Name	CNIC Number	Cell Number	Full Address

(15) Particulars of Income Tax/Income Tax Return if applicable.

Sr. No.	NTN/FTN Number	Year	Turn Over (Rs.)	Tax Paid (Rs.)

(16)

(a) Whether the applicant or where the applicant is a firm any member thereof, whether singly or in collaboration with anybody else, holds a registration for any other market, if so which?	
(b) Whether the applicant or where the applicant is a firm any member thereof, whether singly or in collaboration with anybody else, holds a registration for any other market, if so which?	

(17)

Challan Receipt No. \_\_\_\_\_ Date. \_\_\_\_\_ Amount Paid \_\_\_\_\_  
Copy of challan is enclosed.

\_\_\_\_\_  
Signature of applicant  
(With date and seal)

\_\_\_\_\_  
Signature of the market functionary  
making verification  
(With full name, registration  
number and seal)

***Note: Application must be accompanied with following documents:***

- |   |                                   |
|---|-----------------------------------|
| i. Copy of CNIC of applicant and partners | ii. Ownership/Rent deed.          |
| iii. Partnership deed                     | iv. Firm Registration Certificate |

**Form 'A1'**  
**(Third Leaf)**

**“Application for Registration / renewal of Market Functionaries”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**TERM & CONDITIONS OF THE REGISTRATION**

The registration is granted subject to the following conditions:

- a) The Registered Person shall comply with the provisions of the Punjab Agricultural Marketing Regulatory Authority Act, 2018, the rules, the regulations and By-Laws framed thereunder.
- b) The Registered person shall not permit evasion or infringement of any of the provisions of the Act, the rules and the regulations, and shall report in writing to the Market Committee any evasion or breach which come to his knowledge.
- c) The registered person shall surrender his registration, on demand, to the Market Committee issuing or renewing it, or any authority competent to take action.
- d) The registered person shall conduct his business honestly according to the principle of fair dealings.
- e) A registered person shall intimate immediately to the Market Committee, the date on which he suspends or gives up his business or profession, failing which registration shall be cancelled on the expiry of a grace period of thirty days, if he wishes to start his business again under same Name / title / style of Agri-Business, he shall be allowed to do so on payment or a penalty equal to half of the original registration fee.
- f) An application for the renewal of a registration shall be made at least 15 days before the date on which the registration is due to expire.
- g) For any other cause which is sufficient in the opinion of the Market Committee to justify such cancellation.
- h) The registered person/registration shall be liable to have his registration cancelled or suspended subject to provisions of section 16 & 17 of the Act.

Certified that I \_\_\_\_\_ being \_\_\_\_\_ of name & style of Agri-business read out the terms & conditions, understand it and accepted to abide by the same.

\_\_\_\_\_  
(Signature of the applicant with date)

**Form 'A1'**  
**(Fourth Leaf)**

**“Application for Registration / renewal of Market Functionaries”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**(FOR OFFICIAL USE ONLY)**

**Verification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
\_\_\_\_\_  
**(Signature of reporting official)**

**Decision:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
\_\_\_\_\_  
**(Sign and seal of Secretary Market Committee)**



**Form 'B1'**

**Form No.** \_\_\_\_\_

**“Application for Registration / renewal of Pharria (Wholesaler)”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**Registration No.** \_\_\_\_\_

**(For official use only)**

- (1) Application for the grant of a registration for \_\_\_\_\_  
**for the Wholesale purchase and sale of  
agricultural produce (s) in the market**
- (2) Name of Market Committee \_\_\_\_\_
- (3) Name of the Market \_\_\_\_\_
- (4) Category of Registration \_\_\_\_\_
- (5) Registration required for period from \_\_\_\_\_ to \_\_\_\_\_
- (6) Name of applicant with Parentage \_\_\_\_\_
- (7) Permanent Address of applicant \_\_\_\_\_
- (8) Temporary Address of applicant \_\_\_\_\_
- (9) CNIC of applicant \_\_\_\_\_
- (10) Cell No. of applicant \_\_\_\_\_
- (11) Location of Business. \_\_\_\_\_

**Form 'B1'**  
**(Second Leaf)**  
**“Application for Registration / renewal of Pharria (Wholesaler)”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

(12) Particulars of Income Tax/Income Tax Return if applicable.

Sr. No.	NTN/FTN Number	Year	Turn Over (Rs.)	Tax Paid (Rs.)

(13)

Whether the applicant holds a registration for any other market, if so, then give Category of registration, registration No. and name of the Market.	
--	--

(14)

Challan Receipt No. \_\_\_\_\_ Date. \_\_\_\_\_ Amount Paid \_\_\_\_\_  
Copy of challan is enclosed.

\_\_\_\_\_  
Signature of applicant (with date)

\_\_\_\_\_  
Signature of the market functionary  
making verification  
(With full name, registration number and seal)

***Note: Application must be accompanied with following documents:***

- i. Copy of CNIC of applicant
- ii. Rent deed if any.

**Form 'B1'**  
**(Third Leaf)**

**“Application for Registration / renewal of Pharria (Wholesaler)”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**TERM & CONDITIONS OF THE REGISTRATION**

The registration is granted subject to the following conditions:

1. The Registered Person shall comply with the provisions of the Punjab Agricultural Marketing Regulatory Authority Act, 2018, the rules, the regulations and By-Laws framed thereunder.
2. The Registered person shall not permit evasion or infringement of any of the provisions of the Act, the rules and the regulations, and shall report in writing to the Market Committee any evasion or breach which come to his knowledge.
3. The registered person shall surrender his registration, on demand, to the Market Committee issuing or renewing it, or any authority competent to take action.
4. The registered person shall conduct his business honestly according to the principle of fair dealings.
5. A registered person shall intimate immediately to the Authority, the date on which he suspends or gives up his business or profession, failing which registration shall be cancelled on the expiry of a grace period of thirty days, if he wishes to start his business again under same Name / title / style of Agri-Business, he shall be allowed to do so on payment or a penalty equal to half of the original registration fee.
6. An application for the renewal of a registration shall be made at least 15 days before the date on which the registration is due to expire.
7. For any other cause which is sufficient in the opinion of the Market committee to justify such cancellation.
8. The registered person/registration shall be liable to have his registration cancelled or suspended subject to provisions of section 16 & 17 of the Act.

Certified that I \_\_\_\_\_ being \_\_\_\_\_ of name & style of Agri-business read out the terms & conditions, understand it and accepted to abide by the same.

\_\_\_\_\_  
(Signature of the applicant with date)

**Form ‘B1’**  
**(Fourth Leaf)**  
**“Application for Registration / renewal of Pharrria (Wholesaler)”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**(FOR OFFICIAL USE ONLY)**

**Verification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of reporting official)**

**Decision:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**(Sign and seal of Secretary Market Committee)**

**Form 'C1'**

**Form No.** \_\_\_\_\_

**“Application for Registration / renewal of Market Workers”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**Registration No.** \_\_\_\_\_

**(For official use only)**

(1) Application for the grant of a registration for

**for provision of services to a buyer or  
seller on rates fixed under Punjab  
Agricultural Marketing Regulatory  
Authority Act, 2018 in a market**

(2) Name of Market Committee \_\_\_\_\_

(3) Name of the Market \_\_\_\_\_

(4) Category of Registration \_\_\_\_\_

(5) Registration required for period from \_\_\_\_\_ to \_\_\_\_\_

(6) Name of applicant with Parentage \_\_\_\_\_

(7) Permanent Address of applicant \_\_\_\_\_

(8) Temporary Address of applicant \_\_\_\_\_

(9) CNIC of applicant \_\_\_\_\_

(10) Cell No. of applicant \_\_\_\_\_

(11) Name/Title of the services (if any) \_\_\_\_\_

(12) Challan Receipt No. \_\_\_\_\_ Date. \_\_\_\_\_ Amount Paid \_\_\_\_\_

Copy of challan is enclosed.

**Form 'C1'**  
**(Second Leaf)**

**“Application for Registration / renewal of Market Worker”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**(Declaration)**

Certified that the facts set out in the application are true to the best of my knowledge. I undertake to abide by provisions of Punjab Agriculture Marketing Regulatory Authority Act 2018, Rules, Regulations and byelaws made thereunder.

\_\_\_\_\_  
Signature of applicant  
(With date and seal)

\_\_\_\_\_  
Signature of the market functionary  
making verification

***Note: Application must be accompanied with following documents:***

- i. Copy of CNIC of applicant

**(FOR OFFICIAL USE ONLY)**

**Verification:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of reporting official)**

**Decision:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**(Sign and seal of Secretary Market Committee)**

**Registration No.** \_\_\_\_\_

**FORM 'D1'**  
**“Certificate of Registration of Market Functionary”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

In exercise of powers conferred under section 15D of the Punjab Agricultural Marketing Regulatory Authority Act, 2018 and Regulation 23 of PAMRA (Market Committees) Regulations, 2020 name & style is hereby registered as Market Functionary (\_\_\_\_\_) for the period from \_\_\_\_\_ to \_\_\_\_\_ on the following agreed terms & conditions;

1. The Registered Person shall comply with the provisions of the Punjab Agricultural Marketing Regulatory Authority Act, 2018, Rules, Regulations and By-laws framed thereunder.
2. The Registered person shall not permit evasion or infringement of any of the provisions of the Act, the Rules the Regulations and By-Laws and shall report in writing to the Market Committee any evasion or breach which come to his knowledge.
3. The registered person shall surrender his registration, on demand, to the Market Committee issuing or renewing it, or any authority competent to take action.
4. The registered person shall conduct his business honestly and according to the principle of fair dealings.
5. A registered person shall intimate immediately to the Market Committee, the date on which he suspends or gives up his business or profession, failing which registration shall be cancelled on the expiry of a grace period of thirty days, if he wishes to start his business again under same Name / title / style of Agri-Business, he shall be allowed to do so on payment or a penalty equal to half of the original registration fee.
6. An application for the renewal of a registration shall be made at least 15 days before the date on which the registration is due to expire.
7. Any additional condition imposed by the Market Committee \_\_\_\_\_
8. The registered person shall be liable to have his registration cancelled or suspended subject to provisions of section 16 & 17 of the Act.

(Date \_\_\_\_\_)

**Signature of the officer issuing the  
Registration with designation.**

Place of issue \_\_\_\_\_

**FORM 'D1'****(Second Leaf)****“Certificate of Registration of Market Functionary”****[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

1	2	3	4	5	6
Date of issuance	Date from which issuance takes effects	Date of expiry	Fee Paid	Remarks	Signature of the issuing authority with designation
Date of renewal	Date from which renewal takes effect	Date of expiry	Fee Paid	Remarks	Signature of the renewing authority with designation



**FORM 'D1'**

**(Third Leaf)**

**“Certificate of Registration of Market Functionary”**

**[Under Regulations 23 of the PAMRA (Market Committees) Regulations, 2020]**

**Orders passed under section 16 & 17 of the Punjab Agricultural Marketing Regulatory Authority Act, 2018**

1	2	3	4	5	6	7
Serial No.	Date of the order	Nature of the offence	Substance of the order	Name and designation of the officer making the order	Signature of the officer making the order	Remarks

**Registration No.** \_\_\_\_\_

**FORM 'E1'**  
**“Certificate of Registration of Pharria”**

**[Under Regulations (23) of the Punjab Market Committees Regulations, 2020]**

In exercise of powers conferred under section 15D of the Punjab Agricultural Marketing Regulatory Authority Act, 2018 and Regulation 23 of the PAMRA (Market Committees) Regulations, 2020 name & style is hereby registered as Pharria for the period from \_\_\_\_\_ to \_\_\_\_\_ on the following agreed terms & conditions;

1. The Registered Person shall comply with the provisions of the Punjab Agricultural Marketing Regulatory Authority Act, 2018, the Rules, the regulations and Bye-laws framed thereunder.
2. The Registered person shall not permit evasion or infringement of any of the provisions of the Act, the Rules, the Regulations and Bye-Laws and shall report in writing to the Market Committee of any evasion or breach which come to his knowledge.
3. The registered person shall surrender his registration, on demand, to the Market Committee issuing or renewing it, or any authority competent to take action.
4. The registered person shall conduct his business honestly and according to the principle of fair dealings.
5. A registered person shall intimate immediately to the Market Committee, the date on which he suspends or gives up his business or profession, failing which registration shall be cancelled on the expiry of a grace period of thirty days, if he wishes to start his business again under same Name / title / style of Agri-Business, he shall be allowed to do so on payment or a penalty equal to half of the original registration fee.
6. An application for the renewal of a registration shall be made at least 15 days before the date on which the registration is due to expire.
7. Any additional condition imposed by the Market Committee\_\_\_\_\_
8. The registered person shall be liable to have his registration cancelled or suspended subject to provisions of section 16 & 17 of the Act.

(Date \_\_\_\_\_)

**Signature of the officer issuing the  
Registration with designation.**

Place of issue \_\_\_\_\_

**FORM 'E1'**  
**(Second Leaf)**  
**“Certificate of Registration of Pharria”**  
**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

1	2	3	4	5	6
Date of issuance	Date from which issuance takes effects	Date of expiry	Fee Paid	Remarks	Signature of the issuing authority with designation
Date of renewal	Date from which renewal takes effect	Date of expiry	Fee Paid	Remarks	Signature of the renewing authority with designation

**FORM 'E1'**

**(Third Leaf)**

**“Certificate of Registration of Pharria”**

**[Under Regulations 23 of the Punjab Market Committees Regulations, 2020]**

**Orders passed under section 16 & 17 of the Punjab Agricultural Marketing Regulatory  
Authority Act, 2018**

1	2	3	4	5	6	7
Serial No.	Date of the order	Nature of the offence	Substance of the order	Name and designation of the officer making the order	Signature of the officer making the order	Remarks

## REGISTER FORM 'F1'

Page No.

### 'Record of Registration'

[Under Regulations 24 (1) of the Punjab Market Committees Regulations, 2020]

Name & Style of Agri- Business	Registration No.	Issuance Date	Expiry Date	Name of proprietor / Managing Partner or Manager / Managing Director	List of Partners in case of firm
Name & Style of Agri- Business	Registration No.	Renewal Date	Expiry Date	Any change occurs in information provided under Regulation 14(3) & (7)	

## REGISTER FORM 'G1'

Page No.

Date:

### 'Record of Arrivals'

[Under Regulations 25 (5) of the Punjab Market Committees Regulations, 2020]

Sr. No.	Name of Commodity	Quantity	Arrival timing	Type of vehicle	Name of owner	Name of Market Functionary concerned

**FORM 'H1'**  
**“Return Form”**

**[Under Regulations 26 (1) of the Punjab Market Committees Regulations, 2020]**

Month of Return \_\_\_\_\_

Submission Date \_\_\_\_\_

Name and style of Dealer \_\_\_\_\_

Registration #. \_\_\_\_\_

Date	Agri- Produce	Qty. Purchased	Price / Packing or per 40kg	Total value	Levy able fee @ ____	Paid amount	Bank credit receipt with No. & date

\_\_\_\_\_  
Sing & Seal of dealer / Authorized agent

# REGISTER FORM '11'

Page No. \_\_\_\_\_

## “Noting of Sale and Purchase of Agricultural Produce”

[Under Regulation 26 (2) of the Punjab Market Committees Regulations, 2020]

Name and style of Dealer/Market Functionary \_\_\_\_\_

Registration #. \_\_\_\_\_ Name of Market \_\_\_\_\_

Date	Agri- Produce	Name of Buyer	Quantity Purchased (Q)	No. of Packings purchased	Price/Q or Packing	Total value	Market Fee @ ____	Bank credit receipt with No. & date



# RECEIPT FORM "J1"

[Under Regulation 26 (14) of the Punjab Market Committees Regulations, 2020]

Book No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

The amount noted below has been received this day from M/S \_\_\_\_\_

\_\_\_\_\_ Regd. No. \_\_\_\_\_ Shop No. \_\_\_\_\_ situated at \_\_\_\_\_

Market \_\_\_\_\_ on behalf of the Market Committee \_\_\_\_\_

Sr. No	Date	Type of Payment	Amount (Rs.)
Total			

Amount (Rs.) in words \_\_\_\_\_

\_\_\_\_\_  
Name of the official receiving Payment

\_\_\_\_\_  
Signature of the person making payment  
With name /seal

\_\_\_\_\_  
Authorized inspecting official/officer with date of so doing

# FORM 'K'

'Sale voucher'

[Under Regulations 40 (5) & 42 (13) of the Punjab Market Committees Regulations, 2020]

Ref. No. \_\_\_\_\_

Date. \_\_\_\_\_

Name, parentage, residence and full  
address of seller of agricultural produce \_\_\_\_\_

Sr. No	Agri. Produce	Weight/No of Packings Sold	Rate per Packing or per 40kgs (Rs.)	Total Value (RS.)	Name & Address of Buyer	Market Fee due (Rs)
1						
2						
3						
4						
5						
6						
Sale Proceeds (Total-1)					Market Fee (Total-2)	
Total Payable by the Buyer (1+2)						

## Deduction of admissible remuneration charges under Regulations

Sr. No	Functionary / Market worker	Service rendered	Rate per value or weight (Rs.)	Amount deducted (Rs.)	Remarks
a					
b					
c					
d					
e					
f					
g					
Total-3					
Net Payable to Seller (1-3)					

\_\_\_\_\_  
Signature and seal of Commission Agent

# FORM 'L'

## Application for Auction of Agricultural Produce

[Under Regulation 42 (4) of the Punjab Market Committees Regulations, 2020]

Market Committee: \_\_\_\_\_

Name of Market \_\_\_\_\_

Name and parentage of the owner of Agricultural Produce.						
Address of the owner / Source of arrival						
Owner's registration if any with this Market Committee						
Name of Agriculture Produce	Type of Packing	No. of Packings	Avg. Weight per packing (Kgs)	Total	Commission agent/Shop No.	Tentative date of Auction

I hereby apply for the sale, by open auction, of the above-mentioned agricultural produce to the provision of above-mentioned Regulations and byelaws framed thereunder of the market committee and agree to abide by the same.

Signature of the applicant (Seller) \_\_\_\_\_

Dated: \_\_\_\_\_

**(For official use only)**

Monthly serial No. of the application \_\_\_\_\_

Date of Auction \_\_\_\_\_

Agri. Produce				
Place of auction in Market				
Auctioneer Deputed				

Signature of the official of market committee  
deputing the auctioneer with date

### Calculation of Market Fee (from Book-M)

Date of auction	Commission Agent / Shop No.			
Name, Parentage of buyer				
Address of buyer				
Registration No. (if any) of buyer				
Total Quantity (Kg) or No of Packing Purchased				
Sale Price (Rate) Rs./Kg or per Packing				
Market Fee Payable				

Name (Official of Market Committee) \_\_\_\_\_

Signature (Official of Market Committee) \_\_\_\_\_

Form No. \_\_\_\_\_

## FORM 'M'

(Auction Form)

**[Under Regulations 42 (10) of the Punjab Market Committees Regulations, 2020]**

Name of Commission Agent. \_\_\_\_\_ Shop No.: \_\_\_\_\_

Name of Auctioneer \_\_\_\_\_ Date of Auction: \_\_\_\_\_

Agri. Commo dity	Name of Seller with Applicatio n No.	Type of Packing	Avg. weight per Packing (Kg)	Total No. of packing's in the lot offered for sale	Base Price (Rs.)	Final Bid (Rs.)	Name of Buyer	Signature of Buyer	Remaining/ Leftover Stock

Signature of Seller

Signature of Auctioneer

Signature of Commission Agent

Signature of official of Market Committee

## **REGISTER FORM 'N'**

### **'Record of Complaints'**

**[Under Regulations 58 (3) of the Punjab Market Committees Regulations, 2020]**

<b>Sr. No.</b>	<b>Receiving Date</b>	<b>Complaint contents</b>	<b>Whom assigned</b>	<b>Conclude</b>	<b>Action taken</b>