

## **Obligations of Public Authorities**



**MANUAL UNDER  
RIGHT TO INFORMATION ACT, 2005**

English Version

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## **Introduction**

- I In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Economic Adviser, Government of Punjab has brought out this manual for Information and guidance of the stakeholders and the general public.
- II Section 4 of RTI Act 2005
1. Every Public Authority shall:-
    - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
    - b) 17 Manuals
    - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
    - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
  2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
  3. Every Information shall be disseminated widely (Sub-Section 1)
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it.
- IV This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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# **1<sup>st</sup> Manual: Particulars of the Public Authority**

**1.1 Name and address of the organization:** Economic Adviser to Govt. of Punjab  
Vit Te Yojna Bhawan, Plot No. 2B, Sector 33A,  
CHANDIGARH

**1.2 Head of the organization:** Sh. Mohan Lal Sharma  
Economic Adviser to govt. Punjab

## **1.3 Key Objectives:**

With the advent of the era of Economic planning and development, the State Govt. created a statistical office headed by the Economic & Statistical Advisor in 1949 to cater to the statistical needs of the state. The Board of Economic inquiry too became a part and parcel of this office in 1953. Similarly, Board of Economic inquiry/bureau of Economic and Statistics was created in 1949/1950 in erstwhile Pepsu State. With the merger of Punjab and Pepsu in 1956, the present Economic & Statistical Organisation (E.S.O) came into being. With the passage of time and extension of more developmental and planned activities, the E.S.O. was strengthened.

Economic and Statistical Organisation, Punjab makes a major contribution in strengthening the data base of the State and has been declared Nodal Agency since 8.4.2003 for effective coordination of statistical activities of all the departments and create common statistical cadre in Punjab. The Statistical needs of private sector are also met by this Organisation. The Planners, Research scholars, social thinkers and administrators heavily draw upon the statistical information available with this Department. The data collected by the Organisation highlights the level of socio-Economic development of the State. This data helps in formulation and evaluation of Development Programmes of state and identifies different bottlenecks in these programmes for taking corrective measures for proper development of the state.

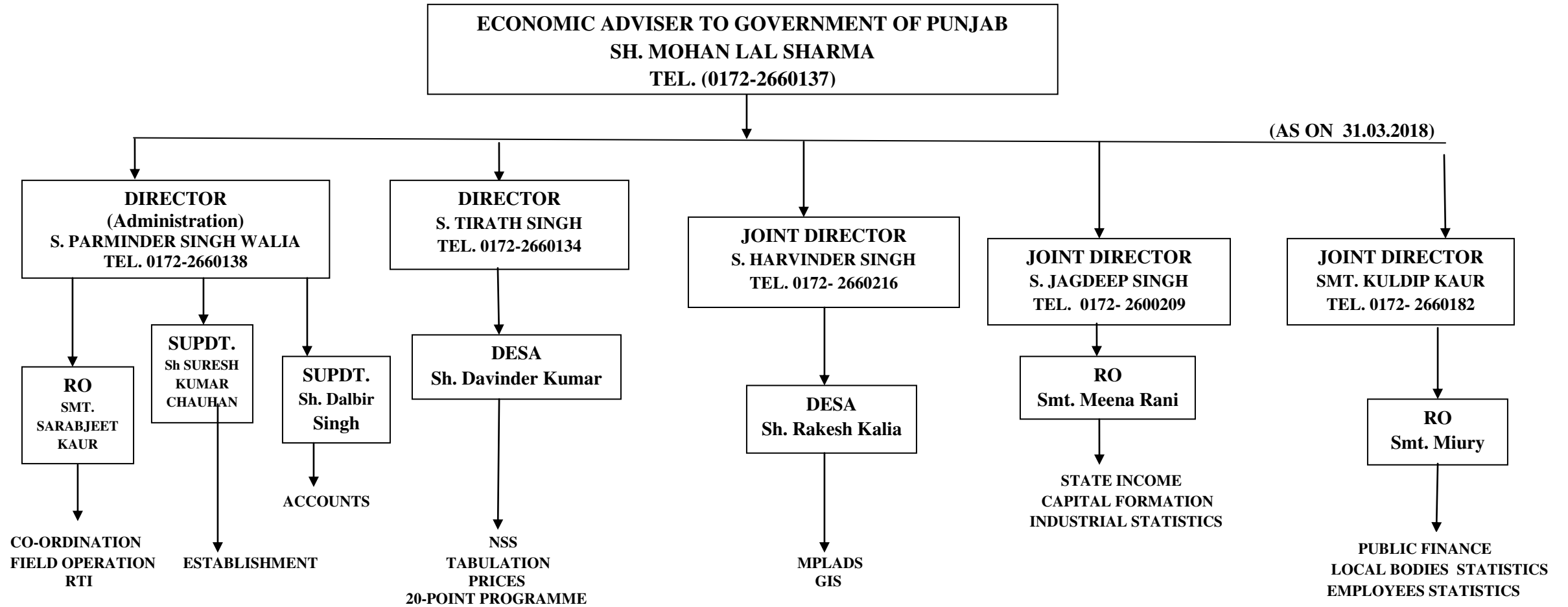
## **1.4 Functions and duties:**

The main functions of this Organization are as under:-

- 1.4.1 To advise the State Government on Economic and statistical matters for formulation of policies and plans.
- 1.4.2 To coordinate statistical activities of various departments in the state.
- 1.4.3 To collect, compile, analyse and interpret Economic and Statistical data and act as data bank.
- 1.4.4 To conduct analytical and evaluation studies and surveys.
- 1.4.5 To keep a proper liaison with the Central Statistical Organisation, Govt. of India and other State Statistical Bureaus of the country.
- 1.4.5 District level offices of Economic & Statistical Organisation, Punjab are also providing secretariat services to District Planning Committees apart from collection and compilation of primary as well as secondary data and its onward transmission to head office. Economic & Statistical Organisation, Punjab is the nodal agency for handling the progress of work under MPLA

**1.5 Organization Chart:**

**ECONOMIC AND STATISTICAL ORGANISATION PUNJAB**



## 2nd Manual: Powers & duties of officers & employees

### 2.1 Powers and duties of officers (administrative, financial & judicial):

S.no	Designation	Powers & Duties
1)	<b>Economic Adviser</b>	<b>Economic Adviser</b> enjoys the powers of Head of the Department as well as Head of the Office laid down in the Service Rules P.F.R., Standing orders issued by the Govt. C.S.R. and in any other Rules/instructions etc. issued by the Government from time to time.
2)	<b>Director (Admn.)</b>	<b>Director (Admn.)</b> has been delegated some administrative powers by Economic Adviser to run the office smoothly .
3)	<b>Joint Directors</b>	<b>Joint Directors</b> provide tips of desired guidance in day to day research work on matters relating to economic and statistical issues.
4)	<b>Deputy Economic and Statistical Advisers</b>	<b>Deputy Economic and Statistical Advisers and Research Officers</b> supervise the analysis of data and preparation of reports/publications.
5)	<b>Research Officer</b>	<b>Research Officer</b> supervise the analysis of data and preparation of reports/publications.
6)	<b>District Statistical Officers</b>	<b>District Statistical Officers</b> supervise the statistical works at district level.
7)	<b>Assistant Research Officers</b>	<b>Assistant Research Officers</b> are mainly responsible for analysis and interpretation of data, tabulation of data and prepare reports/publications.
8)	<b>Statistical Assistants</b>	<b>Statistical Assistants</b> scrutinize the data collected by investigators and that data is included in different reports/ publications.
9)	<b>Investigators</b>	<b>Investigators</b> collect data from the field for the concerned branch and compile the data.

**2.2 Powers and duties of other employees:**

**Duties of Establishment Branch Employees**

<b>S.no</b>	<b>Designation</b>	<b>Powers &amp; Duties</b>
<b>1</b>	<b>Senior Assistant -I</b>	Work related to Group-I and II and post of Librarian such as appointments, posting, promotion, transfer, seniority, confirmation, proficiency. Disciplinary action, confidential report and property returns, Amendment of rules of group I, 2 and 3. Policy cases and related court cases to these issues.
<b>2</b>	<b>Senior Assistant-II</b>	Total work such as appointment, promotion, posting, transfer, seniority, confirmation, proficiency, disciplinary and related court cases related to A.R.Os, S.As & Supdtt. Posts
<b>3</b>	<b>Senior Assistant-III</b>	<ol style="list-style-type: none"> <li>1. General Circulars and Instructions.</li> <li>2. All returns/reports.</li> <li>3. Meeting of Audit/Inspection committee.</li> <li>4. Work related to inspection of D.S.O.offices and inspections etc.</li> <li>5. Cases concerning to training, seminar, conferences etc.</li> </ol>
<b>4</b>	<b>Senior Assistant I-IV</b>	<ol style="list-style-type: none"> <li>1. Work relating to treasury/cashier.</li> <li>2. Supervision of care taker.</li> <li>3. Staff of Group-4 and Drivers.</li> </ol>
<b>5</b>	<b>Senior Assistant-V</b>	Work related to Establishment of all ministerial staff (Clerk, senior Assistant, Junior Assistant, Steno-typist, Junior Scale Stenographer, Senior Scale Stenographer, tracer and Draftsman and their issue related to court cases.
<b>6</b>	<b>Senior Assistant-VI</b>	Work related to all Investigator staff concerning court cases.
<b>7</b>	<b>Senior Assistant-VII</b>	<ol style="list-style-type: none"> <li>1. Work concerning accommodation for office, getting, permission of Honorarium.</li> <li>2. Court cases related to these matters.</li> <li>3. All work concerning the staff Data Entry Operator.</li> <li>4. Work concerning of Electricity, water, and telephone.</li> </ol>
<b>8</b>	<b>Senior Assistant-VIII</b>	Plan and Non Plan Budget of the Department and related court cases as well.
<b>9</b>	<b>Senior Assistant-IX</b>	<ol style="list-style-type: none"> <li>1. Work concerning traveling /contingency bills and traveling programme.</li> <li>2. Medical bills.</li> <li>3. Preparation of outlay (expenditure) report of the department.</li> <li>4. Work concerning to the A.C.R.'s of the all officials of the department and work as correction of A.C.R.'s.</li> </ol>

<b>10</b>	<b>Senior Assistant-X</b>	Work concerning preparation of pay bill/recovery bill/Advances and Medical, issuing of N.D.C. concerning loan and work related to income tax of the staff of the department.
<b>11</b>	<b>Senior Assistant-XI</b>	Work concerning up- keep of G.P.F. account and ledger, issues of statements of Group- I, 2, 3, and 4 besides inspection and forwarding of loans and advances of all types.
<b>12</b>	<b>Senior Assistant-XII</b>	<ol style="list-style-type: none"> <li>1. All work concerning G.I.S.</li> <li>2. Department work related to permission of L.T.C./Advances and issues of identity cards to staff.</li> </ol> <p style="text-align: center;">All the above Senior Assistants are assisted by Junior Assistants/Clerks/Stenos in the disposal of all matters of establishment.</p>



Name of the Post	Sanctioned Posts	Sanction Pay Scale	Grade Pay
<i>1</i>	<i>2</i>	<i>3</i>	
<b>Group-A Posts</b>			
i. Economic Adviser	1	37400-67000	8800
ii. Directors	2	15600-39100	8400
iii. Joint Directors	3	15600-39100	7600
iv. Dy. Economic & Statistical Adviser	27	15600-39100	6600
v. Research Officer	44	15600-39100	5400
vi. Superintendent Grade-I	1	15600-39100	5400
vii. District Statistical Officers	16	15600-39100	5000
<b>Sub-total Group-A (i to vii)</b>	<b>94</b>		
<b>Group-B posts</b>			
i. Assistant Research Officers	121	10300-34800	4600
ii Senior Artist	1	10300-34800	5000
iii. Draftsman	2	10300-34800	4600
iv. Supdt. Grade-II	2	10300-34800	4800
v. Statistical Assistant	94	10300-34800	4400
vi. Senior. Astd.	27	10300-34800	4400
vii. Senior Scale Stenographer	4	10300-34800	4400
<b>Sub Total Group-B posts (i to vii)</b>	<b>251</b>		
<b>Group-C posts</b>			
i. Librarian	1	10300-34800	4400
ii. Junior Draftsman	1	10300-34800	4200
iii. Junior Scale Stenographers	11	10300-34800	3600
iv. Steno-Typist	54	10300-34800	3200
v. Junior Assistant/Clerk	65	10300-34800	3600/3200
vi. Investigator	206	10300-34800	1900
vii. Data Entry Operator	31	10300-34800	1900
viii. Driver	10	10300-34800	2400
ix. Book Binder	1	10300-34800	1900
<b>Sub-total Group-C (i to ix)</b>	<b>380</b>		
<b>Group-D posts</b>			
i) G.O.	1	5910-20200	...
ii) Head Peon	1	4900-10680	1800
iii) Daftri	1	4900-10680	1650
iv) Peon/Sweeper-cum-Chowkidar	101	4900-10680	1650
<b>Sub-total Group-D (i to iv)</b>	<b>104</b>		
<b>Grand Total (Group A+B+C+D)</b>	<b>829</b>		

Note : 9 posts of DFREI are excluded in the total posts

Service Rules of Economic & Statistical Organisation are available:

[www.esopb.gov.in](http://www.esopb.gov.in)

### **3rd Manual: Procedure followed in decision making**

#### **3.1 Process of decision making:**

This Office has no public dealing. It deals with the collection, compilation and analysis of primary as well as secondary data. The cases/P.U.Cs/subjects relating to the work are initiated by Statistical Assistants/Assistant Research Officers/ Research Officers and submitted to Deputy ESAs and further to Joint Directors and then to Directors which are disposed of at the level of Economic Adviser, Secretary Planning, Minister-in-charge and Chief Minister.

In the Establishment and Accounts Branch the PUCs/files or proposals are initiated by Clerks/Dealing Assistants with reference to the relevant rules/instructions framed/issued by the Department/Government on the subject from time to time and submit to Branch Incharge in the ministerial side and the files are disposed off at the level of Head of the office,Head of the Department, Administrative Secretaries and Minister-in-charge.

#### **3.2 Final decision making authority:**

Head of the office, Economic Adviser, Secretary Planning, Minister-in-charge and Chief Minister

### 3.3 Related provisions, acts, rules etc:

Government of Punjab  
Department of Planning  
(Planning Branch)

#### STANDING ORDER

In pursuance of the provisions of Rules 18,19 and 28 (1) of the Rules of Business of the Govt. of Punjab ,1992 as framed vide Punjab Government Order No.15/1/92 –GC (2) /3214 dated 25th February,1992 (as per amended up to 28<sup>th</sup> February, 2000)and in super-session of the previous standing orders issued vide No. 12/30/90-SP/802-807 dated 6.5.2002 and No 12/30/90-5P/2215-2220 dated 10.11.2004 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I ( As per provision of Rule 28(1) ibid) shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister –in-charge of the Department) for passing orders and the cases mentioned in Annexure III shall be submitted to the Financial Commissioner/Principal Secretary/Secretary to the govt. of Punjab, Department of Planning .The cases mentioned in Annexure-IV shall be disposed of by the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Department of Planning.

2. During my absence from the headquarter, case of immediate nature, which are required to be disposed of at my level, decision on which cannot wait for my return or which cannot be sent to me during my tour for timely orders, shall be disposed of by the Secretary in charge of the Department of Planning. However, such cases shall be shown to me on my return to headquarter.

3. Cases, which are not covered /mentioned in Annexure-I, II, III, IV and V shall be disposed of as per Rules of Business ibid.

4. This delegation will be subject to the overall control and directions of the undersigned.

Dated Chandigarh  
25.5.2007

No.12/30/90-5P/597-601

Manpreet Singh Badal  
Finance&PlanningMinister,Punjab.  
Dated Chandigarh the 29.5.07

A copy of the above is forwarded for information to the :-

1. Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab.( 8 copies)
3. Secretary to Government of Punjab ,Department of General Administration (in coordination Branch) w.r.t. I.D. No.15/4/95GC(2) /3850 dated 18.3.2002
4. Special Secretary to Finance Minister, Punjab.
5. Secretary/Chief Secretary

Special Secretary Planning

No.12/30/90-5P/602-606

Dated Chandigarh the 29.5.07

Copy of the above is forwarded to the :-

1. PS/Secretary to Planning ,Punjab.
2. PA/ Special Secretary Planning, Punjab.
3. The Economic Adviser to Govt. Punjab.
4. Director.( Administration)-Punjab State Planning Board.
5. Superintendent of Planning Branch

Special Secretary Planning

## **ANNEXURE-I**

List of cases to be submitted to the Chief Minister, Punjab for passing orders ( as per provisions of Rule 28 (I) of the Rules of Business of the Government of Punjab,1992, amended vide orders No.15/1/95-CG (2)/21008,dated 24.11.1992)

1. Constitution of District Planning Boards.
2. All personnel matters regarding promotion, postings, transfers and punishment of the level of Directors and above
3. Deputation /Foreign training of Group-A officers to Government of India or any other organization.

## ANNEXURE-I A

List of cases to be submitted to the Chief Minister, Punjab for passing orders as per provision of Rule. 28 (1) of the Rules of Business through Chief Secretary and Minister-in-charge .

1. Cases relating to all policy matters including cases in which new policies to be formulated or the existing policies relating to the functioning of the Department is to be changed and cases which are not covered by the schedules.
2. Cases which affect or likely to affect the interest of the Schedule castes and Backward Classes.
3. Cases which affect the relations of the State Govt. with Govt. of India, any other State Govt. the Supreme Court or the High Court of the Punjab and Haryana.
4. Proposal for the appointment and posting of Head of Department and or the officers holding posts equivalent thereto.
5. Proposal for the confirmation of the Head of the Department.
6. Any communication from the Election Commission especially when reference to its requirement to staff and action proposed to be taken thereon.
7. Any Department from those rules which comes to the notice of Chief Secretary or any Secretary.
8. Proposals for creation and abolition of gazetted posts.
9. Cases where successor Minister wishes to modify the orders of his predecessor in office.
10. Proposals involving the alienation either temporary or permanent or scale, grant or lease of Government property between Rs. 25,000/- and Rs.75,000/- in value or the abandonment or reduction of revenue, between Rs.25,000/- and Rs. 75,000/- except when such alienation , sale ,grant of revenue is in accordance with the rules or with a general scheme already approved by the Council.
11. Construction of State level Commission and Boards:
  - (i) which have non-official members and consequently their traveling allowance or dearness allowance is to be paid from the State Exchequer; or
  - (ii) where the committee in a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the Organisation which constituted to Board or the Committee as the case may be.
  - (iii) Cases relating to appointments of Chairman, Executive Heads and Directors
  - (iv) Cases relating to re-employment of the Gazetted officers or extension in their term of employment.
  - (v) Cases in which there is a difference of opinion between the Secretary and Minister incharge;
  - (vi) Such other clauses of cases as the Chief Minister, Punjab may consider necessary.

## ANNEXURE-II

List of cases to be disposed of at the level of Minister-in-Charge of the Department.

### **I. General and Legislative Business**

1. All Legislative business relating to Vidhan Sabha/Lok Sabha,Rajya Sabha.
2. Important case involving major question of policy of principal.Cases regarding meetings of National Development Council Important Court Cases.
- 3 Constitution of committee/Boards/working groups in the Punjab state Planning Board and E.S.O. and the decision regarding the grant of honorarium and other facilities to the members etc.
4. Cases which are required to be submitted to the Governor, the Council of Ministers of the Chief Minister in accordance with the provision of the Rules of Business or of the Standard Orders issued by the Department of Administrative Reforms. All cases to be submitted to other Ministers
5. Annual Administration Report of the Department.

### **II.-A Plan Scheme (of all Departments)**

1. Board guidelines for formulation of Annual Plans/Five Year Plan and Finalization of Annual Plans/Five Years Plan and meetings of the State Planning Board.
2. Schemes coming for approval from the District Planning Boards.
3. All cases of final rejection of Departmental proposals when they are received from Ministers.
4. Reviews of Annual Progress of Plan as a whole.

### **II-B Plan and Financial Matters (Planning Board and E.S.O.)**

1. Reports of P.A.C. and estimates committee.
  - a. Plan /Budget proposals involving new expenditure (at initial Stage) creation abolition of posts of Gazetted officers. Advance out of the Punjab Contingency Funds .
2. Assistance to I.A.M.R. N.C.A.E.R. etc.
3. Waiving of claims of recovery from Government employees where the recovery cannot be waived off under instructions of Government.
4. Payment from the State Revenue for damages in suites brought by or against gazetted officers.
5. Revision of scales of all employees and grant/withdrawal of special pay, personal pay, etc. and allowances and grant of advance increments to gazetted officers.

### **III. Personnel (Planning and E.S.O.)**

1. Appointments by promotion or transfer to gazetted posts services Which are required to be referred to the Punjab Public Service Commission.
2. (a) Regular Promotion within Group 'A' posts.  
(b) Important references to Punjab Public Services Commission. and cases dealing with its advice
3. Cases regarding extension adhoc appointments.
4. Cases of extension of probation of Group 'A' Officers or termination of services or reservation of Group 'A' probationers. Reversion of Group 'A' Officers.
5. Posting and transfer of Group 'A' Officers when these involved change of station of posting.
6. Cases in which this is proposed to stop Group 'A' officers including Directors/Economic Adviser at the proficiency step up.
7. (a) All cases of appeals and representations against the orders of the Heads of Departments involving removal /dismissal.  
(b) Proposals for charge sheeting, for taking disciplinary action, or for imposing any penalty on Group 'A' Officers.  
(c) Proposals for imposing a major penalty on group 'B' officers.  
(d) Review of an order imposing any penalty on Gazetted Officers.
8. Representation by Group 'A' against the remarks the confidential reports, given or countersigned by the Administrative Secretary.
9. Cases of Group 'A' officers proposed to be referred to the Vigilance Department for inquiry.
10. Suspension and revocation of suspension of Group 'A' & 'B' officers.
11. Representations against fixation of Seniority and revision of seniority of Group 'A'
12. All memorials from the departmental officers which have not been detained in accordance with rules/instructions.
13. Formulation or amendment of rules relating to recruitment and conditions of services, i.e. Department Services Rules.
14. Permitting or with holding of applications of employees for training or desigment abroad, Deputation for training abroad.
15. Deputation of Group 'A'.
16. (a) Grant of earned leave to the Head of Department where a substituted is needed.



(b) Grant of Ex-India Leave to Gazetted and Non-Gazetted employees

17. Tour programme of Secretary Planning.
18. Resignation from services of Group 'A'.
19. Cases of extension beyond 50/55 years of Group 'A' officers where adverse entry or refusal of extension are involved.
20. Premature or compulsory retirement from service of Gazetted officers are to be shown to C.M. also.
21. Reduction in retirement benefits/out in pension of Gazetted officers.
22. Cases of extension in service of re-employment of an employee.
23. All other cases relating to Gazetted Group 'A' officers not specially covered under any items and all policy cases relating to employees.

## **ANNEXURE-III**

List of cases to be submitted to the Financial Commissioner/Principal Secretary/Secretary

### **I. General and Legislative Business**

1. Cases to be submitted to the Planning Minister/State Minister which related to progress reports of Public Accounts Committee of Vidhan Sabha, including Estimates Committees.
2. Amendment of Acts and Rules which do not change the basic frame work.

### **II. Plan Schemes to (of all Departments)**

1. Formulation of Annual Plans/Five Year Plans.
2. Clearance of new plan schemes involved expenditure and supplementary demands above Rs. 10.00 lakh.
3. Diversion of funds from one major Head to the other major Head above Rs. 10.00 lakh
4. Quarterly review of progress of Plan Scheme.
5. Finalisation of revised estimates in respect of Annual Plan on the basis of excess and surrenders intimated by the departments to the Finance Department.

### **III. Financial Matters (Planning Board and E.S.O.)**

1. Payment from the State revenue for the damages in suit brought by or against non-gazetted employees.
2. Grant /withdrawal of special pay, personal pay, etc. and allowances and grant of advance increments to non-gazetted employees.
3. Purchase of staff cars/jeeps.

### **IV. Personal (Planning Board and E.S.O.)**

1. Appointments by direct recruitment to gazetted posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group-A posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-D, probationers. Reversion of Group-B officers.
4. Postings and transfer of Group-A officers when these do not involve change of station of posting.
5. (a) Crossing of proficiency step up by E.A./Director specialists and confirmation of E.A.  
(b) Cross in which it is proposed to step an employee at the proficiency step up (except Group-A officers).
6. (a) Proposal for charge taking disciplinary action, or for imposing a major penalty on a Group-B, officers.  
  
(b) Appeals against orders imposing any penalty on non-gazetted employees except appeals and representations against the order of the Heads of Departments involving removal /dismissal of non-gazetted employees.  
  
(c) Issue of warning to Group-A officers.
7. Representation by Group-B officers and non-gazetted employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.

8. Cases of Group-B officers to be referred to the Vigilance Department for inquiry.
9. Cases relating to the treatment of the period of suspension of gazetted officers.
10. Representations against fixation of seniority and revision of seniority of Group-B Officers.
11. All Memorials of the departmental officers which have not been detained in accordance with rules/instructions.
12. Cases where Minister has asked for a report or information.
13. Appointment by direct recruitment, promotion or transfer to non-gazetted posts.
14. Cases of extension of probation of non-gazetted probationers, reversion of non-gazetted employees (Planning Board).
15. Postings and transfers of officers within the Planning Board.
16. Casual Leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and R.O.
17. Permission or with holding of applications of E.A/Directors for training or assignments within the country.
18. Deputation of Group-B Officers.
19. Earned Leave including special leave (other than ex-India leave) to the E.A/Directors except when substitute is needed and grant of casual leave to E.A./ Directors .
20. Tour Programmes of Special Secretary/Additional Secretary/Joint Secretary, Directors, E.A., payment of T.A. D.A. to Directors/ Members/E.A. and counter signatures of T.A. Bills of these officers.
21. (a) Cases in which it is proposed to accord or refuse sanction under the conduct Rules and permission to prosecute, higher studies to Directors/E.A.  
(b) Cases in which it is proposed to refuse sanction under the conduct rules cases of Group-B Officers.
22. Cases of extension beyond 50/55 years of Group-B and non-gazetted employees where adverse entries of refusal to extension are involved.
23. (a) Retirement from service of Group-B Officers.  
(b) Retirement/resignation from service of Group-B officers.
24. Reduction in retirement benefits/cut in pension of non-gazetted officers.
25. Premature compulsory retirement from service of non-gazetted employees.
26. Grant of honorarium and permission to accept fees to Directors/E.A.

27. Sanction of loans/advance-Car/scooter/GP Fund/House Building to repair etc. advances to Director E.A.
28. Sanction/Counter/signatures of medical re-imbusement bills of Director/E.A.
29. New Telephones to offices.
30. All other cases except policy cases, relating to gazetted Group-B Officers not specifically covered under any item.

## ANNEXURE-IV

List of cases to be disposed of at the level of Special Secretary/Additional Secretary/Joint Secretary.

### **I. General and Legislative Business.**

1. Arrangement regarding visits of members of Planning Commission.
2. Attending the meetings of Punjab Vidhan Sabha on behalf of the Secretary Planning and looking into all matters connected with the sitting of State Legislature when its session is on.
3. All court cases relating to service matters-sanctions for defense filling of affidavits, filling of appeals, etc. except cases in which the Secretary or the Minister is required to file an affidavit.
4. Cases to be referred to L.R. for advice.

### **II. Plans schemes of the Departments**

1. Clearance of new plan schemes involving expenditure and supplementary demands upto Rs. 10.00 lakh.
2. Diversion of funds from one major Head to the other major Head Upto Rs. 10.00 lakh.
3. Monthly review of progress of Plan schemes.
4. Scheme wise break up after allocation has been made under various heads/sub-heads of development.
5. Powers to accept surety bonds of Non-Governmental organizations.

### **III. Personnel (Planning and E.S.O.)**

1. Reacquisition to the Punjab Public Service Commission, after the number of vacancies to be not filled has been determined.
2. Appointments by direct recruitment or by promotion or by transfer to non-gazetted posts in the Punjab State Planning Board. Cases relating to the determination of the suitability of candidates for appointments to non-gazetted posts.
3. (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on non-gazetted employees (Planning Board.)  
(b) Issue of warning to Group-B officers and non-gazetted employees (Planning Board).
4. Representations by non-gazetted employees against adverse remarks in these confidential reports not given to countersign by Special/Additional/Joint Secretary or Directors.
5. Reports of such enquiries against Group-B Gazetted and non-gazetted employees as or not disclose misconduct or corruption to be submitted to the Minister-in-charge.
6. Suspension of non-gazetted employees and case relating to their period of suspension.
7. Deputation of non-gazetted employees.

8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group-B officers.  
(b) According sanction under the conduct rules and permission for perusing higher studies (excepting Director/E.A.)
9. All cases of extension beyond to 50/55 years where no adverse entries to refuse extension involved.
10. Approval of service for purpose of retirement benefit where such as approval by the Govt. is required.
11. Waiving off claims of recovery from government employees where recovery can be waived under instruction of Govt.
12. Payment of cargo charges where responsibility cannot be fixed on any body.
13. Purchase of books /new papers/periodicals for the Library of the Planning Board.
14. Permitting or with holding of applications of employees for training or assignments within the country and deputations for training courses within the country (except Directors/E.A.)
15. Sanction of loans/advances /G.P. Fund /House Building repairs etc. to gazetted /non- gazetted employees (except Directors/E.A.) .
16. All cases of time-barred claims, investigation/adhoc payment thereof.
17. All cases relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
18. All cases of earned leave of Group (B) officers other than E.A. / Directors which do not involve consequential transfers of offices from one station to another.
19. All cases relating to non-gazetted employees not specifically required to be put up to Secretary Planning under this standing order.
20. Sanction of Medical reimbursement bills of all officers/official(except Directors/EA).
21. Tour Programmes of Directors, payment of TA/DA and counter signatures of TA bills of these officers.

**ANNEXURE- V**

**Cases to be disposed at the level of Deputy Secretary/Under Secretary**

1. Proposals to charge sheet or taking disciplinary action or for proposing any penalty on Group C& D Government Servant working in Branch (s) and Division of Planning Board under his charge.
2. Issue of warning to Group C & D Government servants of Punjab Civil Secretariat /Planning Board working under his charge.

**Note: At present, there is no post of Deputy Secretary /Under Secretary in the Planning Department. In the absence of Deputy Secretary/Under Secretary, these cases will be dealt with the Special Secretary/Additional Secretary/Joint Secretary.**

**3.4 Time limit for taking a decision, if any:**

\_\_\_N.A\_\_\_\_\_

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**3.5 Channels of supervision and accountability:**

The work of the subordinate officer/official is supervised by the next level in the administrative hierarchy.

## **4th Manual: Norms for discharge of functions**

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

<b>S.no</b>	<b>4.1) Nature of functions/services offered</b>	<b>4.2) Norms/standards for functions / service delivery</b>	<b>4.3) Time-limits for achieving the targets</b>	<b>4.4) Reference document prescribing the norms</b>
1)	Acts as data bank and caters to the statistical needs of the state and other stakeholders.	As per the service rules.		



**5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions**

5.1 Title and nature of the record / manual / instruction Gist of contents:

S.no	Title	Nature	Gist of Content
1)	Service Rules	<ol style="list-style-type: none"> <li>1. Punjab Economic &amp; Statistical Organisation (State Service Class-I) First Amendment a. Rules 1986.</li> <li>2. Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963.</li> <li>3. Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986.</li> <li>4. Punjab State (Class-IV) Rules 1963 as amended from time to time.</li> <li>5. Punjab Civil Services General &amp; Common Conditions of Service Rules, 1994.</li> <li>6. Punjab Civil Services Vol. I Part I</li> <li>7. Punjab Civil Services Vol. I Part II</li> <li>8. Punjab Civil Services Vol. I Part III</li> <li>9. Punjab Financial Rules</li> <li>10. Punjab Budget Manual</li> <li>11. Standing Orders of the Department</li> <li>12. Manual of Instructions and service matters printed by the Personnel Department from time to time</li> <li>13. Manuals of Instructions on financial matters printed by the Finance Department.</li> <li>14. Manual of Instructions on Reservation Policy printed by Welfare Department.</li> <li>15. Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners.</li> <li>16. Rules of Business of Govt. of Punjab /Allocation of Business Rules.</li> <li>17. Regulations and Instructions governing the work of Economic &amp; Statistical Organisation, Punjab.</li> <li>18. Manual of Instructions regarding reservation of ex-servicemen.</li> </ol>	Covering the service conditions and rules formulated by the Government.

		<p>19. Manual of Instructions by Vigilance Department.</p> <p>20. Punjab Civil Service (Promotion of Stenographers) Rules, 1961.</p> <p>21. Service Books, A.C.Rs. Appointment /Promotion /Leave Account Service Benefit</p>	
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**6th Manual: Categories of documents held by the Authority or which are under its control**

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

<b>Name of the Document</b>	<b>Procedure to obtain the Document</b>	<b>Held by/Under control of</b>
<ul style="list-style-type: none"> <li>1 Service books and Personnel files</li> <li>2. Details of Release of Advertisements &amp; Payments</li> <li>3. Brochures &amp; Publicity Material CDs Etc.</li> <li>4. Diary/ Dispatch Registers (<b>Example</b>)</li> <li>5. Cash Book</li> <li>6. Ledger</li> <li>7. Vouchers of Cash, Bank and Journals</li> <li>8. Balance Sheet</li> <li>9. Salary Register</li> <li>10. Provident Fund Register</li> <li>11. Annual Returns</li> <li>12. Correspondence with various Govt. Departments</li> <li>13. Leave Record of Employees</li> <li>14. Attendance Registers</li> </ul>	<p>Approach Public Information Officer</p>	<p>HOD</p>

## **7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof**

Deputy ESAs play pivotal role in the formulation, implementation and evaluation of the district plan schemes. District planning committees have been constituted and headed by the chairperson. Not less than four-fifths of the total number of members of the committee shall be elected by, and from amongst the elected members of the Panchayat at the District level and of the Municipalities in the District in proportion of the ratio between the population of the Rural areas and of the Urban areas in the District. The Chairperson of the committee shall be chosen from amongst the members of the committee by the State Government by nomination. The Deputy Economic and Statistical Advisor of the District shall be the ex-officio Joint Secretary of the committee.

The directorate of Economic & Statistical Organisation, Punjab and its ex-officio at district level act as data bank for scholars, researchers and other agencies.

7.1 *Relevant rule, circular etc:*

7.2 *Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:*

**PUNJAB GOVERNMENT GAZETTE**

**EXTRAORDINARY**

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**Published by Authority**

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**CHANDIGARH, MONDAY, NOVEMBER 28, 2005**

**(AGRAHAYANA 7, 1927 SAKA)**

**LEGISLATIVE SUPPLEMENT**

<b>Contents</b>	<b>Pages</b>
<b>Part I</b>	<b>Acts</b>
<b>The Punjab District Planning Committees Act, 2005</b>	
<b>(Punjab Act No. 22 of 2005)</b>	<b>213-217</b>
<b>Part II</b>	<b>Ordinances</b>
Nil	
<b>Part III</b>	<b>Delegated Legislation</b>
Nil	
<b>Part IV</b>	<b>Correction Slips, Republications and</b>
Nil	

Price: Rs. 2.70

(AGHN.7,1927 SAKA)

**PART I**

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

**Notification**

The 28<sup>th</sup> November, 2005

**No.35-Leg./2005:-** The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 22<sup>nd</sup> November, 2005 and is hereby published for general information:-

**THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005**

**(Punjab Act No.22 of 2005)**

An Act to provide for the constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the State and for the matters connected therewith and incidental thereto.

Be it enacted by the Legislature of the State of Punjab in the Fifty-sixth Year of the Republic of India.

- |           |  |                              |
|-----------|--|------------------------------|
| <b>1.</b> | (I) This Act may be called the Punjab District Planning Committees Act, 2005.  | Short title and Commencement |
|           | (II) It shall come into force at once.   | Definitions                  |
| <b>2.</b> | In this Act, unless the context otherwise requires:-   |                              |
| A.        | “Chairperson” means the Chairperson of the Committee chosen under sub-section (3) of section 3;                                  |                              |
| B.        | “Committee” means the District Planning Committee Constituted under sub-section (1) of section 3;                                |                              |
| C.        | “district” means a revenue district in the State;  |                              |
| D.        | “member” means a member of the Committee and includes its Chairperson;   |                              |
| E.        | “Municipality” shall have the same meaning as assigned to it under clause (e) of Article 243-P of the Constitution of India;     |                              |
| F.        | “Panchayat” shall have the same meaning as assigned to it under clause (f) of Article 243-P of the Constitution of India;        |                              |
| G.        | “population” means the population as ascertained at the last preceding census of which the relevant figures have been published; |                              |
| H.        | “prescribed” means prescribed by rules made under this Act;  |                              |
| I.        | “section” means section of this Act;   |                              |
| J.        | “State” means the State of Punjab; and   |                              |
| K.        | “State Government” means the Government of the State of Punjab.  |                              |

(AGHN.7,1927 SAKA)

Constitution  
of District  
Planning  
Committee.

3. 1) There shall be constituted a Committee to be called the District Planning Committee by the State Government for every district in the State to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.

2) The number of members of a District Planning Committee constituted under sub-section (1), shall be calculated as per population of the district concerned according to the following criteria, namely:-

(a) District having population, fifteen members not exceeding ten lacs;

(b) Districts having population Twenty four members exceeding ten lacs, but not exceeding twenty lacs; and

(c) Districts having population Forty Members exceeding twenty lacs.

3) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.

4) The seats of the members of the Committee shall be filled by election, from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district, and by nomination.

5) Not less than four-fifths of the total number of members of the Committee shall be elected by, and from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.

6) One- fifth of the total number of members of the Committee, which may include the Members of the Legislative Assembly and other persons also, shall be nominated by the State Government.

7) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.

8) The Additional Deputy Commissioner (Development) of the district shall be the ex-officio Additional Secretary of the Committee.

9) The Deputy Economic & Statistical Adviser of the District shall be the ex-officio Joint Secretary of the Committee.

1. (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.

(2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for re-nomination after the expiry of his first term.

(3) Any member of the Committee including the Chairperson, may resign at any time from his office before his tenure.

Terms of  
members  
of the  
committe

- 
- Function of the committee
5. 1) Subject to the provisions of this Act, the Committee shall exercise powers and perform. The functions as mentioned below:-
- a) to prepare the draft district development plan keeping in view the matters of common interest between urban and rural population including spatial planning sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass-root level by the concerned Panchayats and the extent and type of available resources whether financial or otherwise.
  - b) to prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government.
  - c) to take appropriate measures for proper implementation of the development schemes, programmes and projects.
  - d) to monitor the progress of projects.
  - e) to encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects.
  - f) to make efforts to generate additional resources for development works with the cooperation of people. Non-Government Organizations and Non-Resident Indians and other agencies; and
  - g) to perform such other additional functions relating to District Planning and Coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.
- (2) While preparing the draft development plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.
- (3) The Chairperson shall forward the district development plans prepared by the Committee under clause (a) of sub-section (1) to the State Government.
- Abolition of DP & DB.
6. With effect from the date, the Committees are constituted under this Act, the existing District Planning and Development Boards in the State shall cease to function.
- Meetings
7. (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.
- (2) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.
- (3) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.



Removal  
and  
suspension  
of members  
including  
Chairperson

**8.** (1) The State Government may remove the Chairperson or any member from his office, if:-

- a) he has been adjudged insolvent; or
- b) he has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude; or
- c) he has become physically or mentally incapable; or
- d) he has acquired such financial or other interest, as is likely to affect prejudicially his functions in any of the said capacities; or
- e) he has so abused his position as to render his continuance in office rejudicial to the public interest.

(2) Before removing any member including the Chairperson from his office, a reasonable opportunity of being heard shall be given to him by the State Government.

Filling of  
vacancies  
Power to  
issue  
directions

**9.** If any vacancy occurs, it shall be filled up from the same source from which it has occurred.

**10.** The State Government may, from time to time, issue such directions to the Committees, as it may consider appropriate in public interest.

**11.** (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

Power to  
make  
rules

(2) Every rule made under this Act, shall be laid, as soon as may be, after it is made, before the House of the State Legislature, while it is in session, for a total period of ten days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions as aforesaid, the House agrees in making any modification in the rule or the house agrees, that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

(AGHN.7,1927 SAKA)

Power to  
remove  
difficultie

- 12.** (1) If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, by an order published in the Official Gazette, make such provisions not inconsistent with the provisions of this act, as may appear to it to be necessary for removing the difficulty. Provided that no such order shall be made under this section after the expiry of a period of two years from the date of the commencement of this act.

(2) Every order made under this section, shall be laid, as soon as may be, after it is made, before the Punjab Legislative Assembly.

H.S.BHALLA

Secretary to Government of Punjab,  
Department of Legal and Legislative Affairs.

7176 LR(P)-Govt Press,UT,Chd

**8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public**

8.1 Name of the Board, Council, committee etc

<b>S.no</b>	<b>Name of the Board/Council/committee etc</b>	<b>Member Name</b>	<b>Designation</b>	<b>Address</b>	<b>Contact Details (Email, Phone, Fax, Mobile)</b>
1)	District Planning & Development Committees				
2)					
3)					

8.2 Composition Powers & functions:

8.3 Whether their meetings are open to the public?

8.4 Whether the minutes of the meeting are open to the public:

8.5 Place where the minutes if:

8.6 Open to the public is available?

Guidelines attached

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(LOCAL PLAN DIVISION)**

**To**

**All the Deputy Commissioners in the State.**

**Memo No. 2/1/PSPB-LPD-II/2006/9583**

**Dated Chandigarh the 5<sup>th</sup> July,2006.**

**Subject:-** Guidelines regarding Constitution of District Planning Committees in each district of the State as per 74th Constitutional Amendment, 1992.

Kindly refer to the subject cited above.

3. As per the Punjab District Planning Committees Act, 2005 (copy enclosed) issued vide Notification No. 35-LEG/2005, dated 28.11.05, the District Planning Committees are to be constituted in each district of the State. The total number of members of the said committee have been calculated on the basis of population criteria given in sub-section (2) of Section 3 of the said Act, the detail of which is given below:-

District wise detail of members to be elected/nominated in the District Planning Committees.						
S. No *	Name of the District	Total number of members (Elected + Nominated)	4/5 <sup>th</sup> of total members to be elected			1/5 <sup>th</sup> of total members to be nominated by the State Govt.
			Member to be elected from the Zila Parishad members.	Member to be elected from the Urban Local Bodies.	Total Elected	
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	S.B.S. Nagar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Shri Mukatsar Sahib	15	9	3	12	3
7	Moga	15	10	2	12	3
8	Ropar	15	9	3	12	3
9	Bathinda	24	13	6	19	5
10	Hoshiarpur	24	15	4	19	5
11	Firozpur	24	14	5	19	5

12	Patiala	24	12	7	19	5
13	Jalandhar	24	10	9	19	5
14	Sangrur	40	23	9	32	8
15	Gurdaspur	40	24	8	32	8
16	Ludhiana	40	14	18	32	8
17	Amritsar	40	16	16	32	8
18	S.A.S. Nagar	15	7	5	12	3
19	Tarn Taran	15	10	2	12	3
20	Barnala	15	7	5	12	3

\* Present Status

3. The 1/5<sup>th</sup> number of members are to be nominated by the State Government. For the 4/5<sup>th</sup> of the members which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.

3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections.

3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.

3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.

3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college.

- 3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.
- 3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).
- 3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.
- 3.9 If the number of contesting candidates is more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark ( ) against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect. The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs ( ) or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.
- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.
- 3.13 After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.

3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.

3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

(R.L.Mehta)

Special Secretary Planning

Endst.No.2/1/PSPB-LPD-II/2006/

Dated 5<sup>th</sup> July, 2006.

A copy is forwarded to the following:-

- i) Private Secretaries of Ministers/ Ministers of State for the kind information of Hon'ble Ministers/ Ministers of State. PSCM of
- ii) Special Secretary/ FM for the kind information of Hon'ble Finance and Planning Minister, Punjab.
- iii) Secretary/CS for the kind information of Chief Secretary, Punjab.

Special Secretary Planning.

**Right to Information- Manual IX**

**Financial Year: 2018**

**Date: 31-March-2018**

Sr. No	Name & Designation	Residential Address	Office Phone	Mobile No.	Office E-mail	Fax
<b>1. Amritsar</b>						
<b>Deputy Economic and Statistical Adviser</b>						
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<b>Assistant Research Officers</b>						
2	Sadhna sharma	225 Katra Sufaid, Lahori Gate Amritsar.	01832565999	9815716816	dyesa_asr@redif fmail.com	
<b>Statistical Assistant</b>						
3	Niamat singh	VPO Terha Kallan Tehsil Ajnala Dist. Amritsar	01832565999	9464069158	dyesa_asr@rediff mail.com	
4	Parminder singh	VPO Rasulpur Kallan Dist. Amritsar	01832565999	9815720873	dyesa_asr@rediff mail.com	
5	Sandeep kumar	2309 karmo Deori Amritsar	01832565999	9872019464	dyesa_asr@rediff mail.com	
<b>Senior Assistant</b>						
6	Davinder Kaur	vill. Chhichhrewal dist. Tran Taran	01832565999	9914916531	dyesa_asr@rediff mail.com	
<b>Steno Typist</b>						
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<b>3</b>	Surinder Singh	Mohalla Khosla,Rahon Distt.SBS NAGAR	01823223090	9465861329	dy_esa_nsr@yahoo.co.in	01823223090
<b>Junior Assistant</b>						
<b>4</b>	Tajinder pal singh	34/1 Guru nanak colony TT road Amritsar	9779711554	9779711554	dy_esa_nsr@yahoo.co.in	
<b>Investigator</b>						
<b>5</b>	Gurinder Badhan	VPO Behram,Tehsil Banga,Distt. SBS Nagar	01823223090	9815645771	dy_esa_nsr@yahoo.co.in	01823223090
<b>Peon/Sweeper cum Chowkidar</b>						
<b>6</b>	Himmat Kumar	Ward No.13,VPO Mahilpur,Hoshiarpur	01823223090	9876487537	dy_esa_nsr@yahoo.co.in	01823223090
<b>15. Patiala</b>						
<b>Deputy Economic and Statistical Adviser</b>						
<b>1</b>	Parminder kaur	H.No. 47 A, Manjit Nagar, Street No. 5, Bhadson Road, Patiala	01752201486	9463034157	desapatiala@rediffmail.com	
<b>Statistical Assistant</b>						
<b>2</b>	Amardeep kaur	H.No. 648-V, street No. 16, Old Bishan nagar, Patiala	1752201486	9914531851	desapatiala@rediffmail.com	
<b>3</b>	Jaswinder kaur	VPO Sidhuwal, Tehsil & District Patiala	1752201486	8556866006	desapatiala@rediffmail.com	
<b>Senior Assistant</b>						
<b>4</b>	Vijay lakshmi	H.No. 5 Venus Colony,Dukhniwarn Sahib road, Patiala	01752201486	9041872500	desapatiala@rediffmail.com	
<b>Junior Assistant</b>						
<b>5</b>	Charanjit singh	H.No. 290, Ghuman Nagar-A, Sirhind Road, Patiala	01752201486	8699734370	desapatiala@rediffmail.com	
<b>6</b>	Jagjit kaur	H.No. 65, Rehmat Niwas, Anand Nagar-A (Extn.), Patiala	01752201486	9872203279	desapatiala@rediffmail.com	
<b>Clerk</b>						
<b>7</b>	Gurkirpal singh	H.No. A-52, DLF Colony, Patiala	01752201486	9815489098	desapatiala@rediffmail.com	
<b>Investigator</b>						
<b>8</b>	Harpreet Kaur	village kakra, po bhawanigarh, district sangrur	01752201486	7529888817	desapatiala@rediffmail.com	
<b>9</b>	Hemant Kumar	H.No. 149, Anand Nagar-A (Extension) Patiala	01752201486	9876033700	desapatiala@rediffmail.com	
<b>10</b>	Bikramjit singh	#648-B, street no. 16, old bishan nagar, patiala	01752201486	9814729977	desapatiala@rediffmail.com	



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<b>11</b>	Iqbal singh	H.No. 146-C, Punjabi bagh, Patiala	01752201486	9417700146	desapatiala@redif fmail.com	
<b>12</b>	Gurvinder kaur	H.No. 59, street No. 9, Guru Nanak nagar, Patiala	01752201486	9914023425	desapatiala@redif fmail.com	
<b>Driver</b>						
<b>13</b>	Gurcharan singh	village badbar, tehsil & district barnala	01752201486	9876810153	desapatiala@redif fmail.com	
<b>Head Peon</b>						
<b>14</b>	Gurpreet singh	village daun khurd, tehsil & district patiala	01752201486	9915679824	desapatiala@redif fmail.com	
<b>Peon/Sweeper cum Chowkidar</b>						
<b>15</b>	Ram lubhaya	26, Ranjit Bagh, Patiala	01752201486	9876057810	desapatiala@redif fmail.com	
<b>16. Rupnagar</b>						
<b>District Statistical Officers</b>						
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<b>Statistical assistant</b>						
<b>2</b>	Karnail singh	Village daroli upper, tehsil shri anandpur sahib, district rupnagar	01881220528	9463822606	dyesaropar@yah oo.co.in	
<b>Senior assistant</b>						
<b>3</b>	Balbir chand	Vpo rattewal, tehsil balachaur district SBS Nagar	01881220528	9915078564	dyesaropar@yah oo.co.in	
<b>Investigator</b>						
<b>4</b>	Navdeep kaur	Vpo dhanouri tehsil shri chamkour sahib, district rupnagar	01881220528	9914645738	dyesaropar@yah oo.co.in	
<b>5</b>	Harmit kaur	H.no. 1433, phase 10 mohali	01881220528	8054427631	dyesaropar@yah oo.co.in	
<b>6</b>	Sukhvir singh	Village bassi, tehsil shri anandpur sahib, district rupnagar	01881220528	9463448823	dyesaropar@yah oo.co.in	
<b>Data Entry operator</b>						
<b>7</b>	Iqbaljit singh	H.No. 638, giani zail singh, Ropar	01881220528	9417803638	dyesaropar@yah oo.co.in	
<b>8</b>	Ajaib singh	vpo Saneta, tehsil and district SAS Nagar	01881220528	9878256165	dyesaropar@yah oo.co.in	
<b>Driver</b>						
<b>9</b>	Darshan singh	Vpo kotla, tehsil samrala, district Ludhiana	01881220528	9592018994	dyesaropar@yah oo.co.in	
<b>Peon/Sweeper cum Chowkidar</b>						
<b>10</b>	Sampuran singh	H.No. 44, garden Colony, Ward No.13, RUPNAGAR	01881220528	9915480717	dyesaropar@yah oo.co.in	
<b>11</b>	Balwinder singh	Village Shampura, tehsil and district Rupnagar	01881220528	9855577010	dyesaropar@yah oo.co.in	
<b>12</b>	Ashok kumar	H.No. 634, Balmik mohala, Rupnagar	01881220528	9815784965	dyesaropar@yah oo.co.in	

<b>17. Sangrur</b>						
<b>Deputy Economic and Statistical Adviser</b>						
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<b>Assistant Research Officers</b>						
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<b>Senior Assistant</b>						
<b>3</b>	Jagdeep singh	C-31, Ranjit Nagar, Bhadson Road, Patiala	01672235172	9988639343	desa_sgr@yahoo.co.in	
<b>Steno Typist</b>						
<b>4</b>	Gurjeet Kaur	Dashmesh Avenue, Sangrur	01672235172	8729021600	desa_sgr@yahoo.co.in	
<b>Junior Assistant</b>						
<b>5</b>	Sukhwinder Singh	VPO Namol, District Sangrur	01672235172	9501250022	desa_sgr@yahoo.co.in	01672235172
<b>Investigator</b>						
<b>6</b>	Manpreet singh	VPO Uppli Teh. and District Sangrur	01672235172	9914045262	desa_sgr@yahoo.co.in	01672235172
<b>7</b>	Sandeep rani	Haripura road Near Bansal Hospital, Sangrur	01672235172	9781745143	desa_sgr@yahoo.co.in	01672235172
<b>8</b>	Karanjit singh	H.No. 30-B, Nabha Gate, Sangrur	01672235172	9814826017	desa_sgr@yahoo.co.in	01672235172
<b>9</b>	Ashwani kumar	Patran	01672235172	9988912008	desa_sgr@yahoo.co.in	
<b>Data Entry operator</b>						
<b>10</b>	Iqbal singh	146-C, Punjabi Bagh, Patiala	01672235172	9417700146	desa_sgr@yahoo.co.in	01672235172
<b>Peon/Sweeper cum Chowkidar</b>						
<b>11</b>	Sandeep singh	VPO Ghorenab, Teh. Lehra District Sangrur	01672235172	8146858042	desa_sgr@yahoo.co.in	01672235172
<b>12</b>	Tarsem chand	H.B. Colony Qtr. No. 28, Sangrur	01672235172	9779580082	desa_sgr@yahoo.co.in	01672235172
<b>18. Sahibzada Ajit Singh Nagar</b>						
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<b>5</b>	Sukhwinder singh	VPO Cholta Khurd Tehsil Kharar, Distt. SAS Nagar	01722219556	9876722218	dyesasnagar@yahoo.com	
<b>Peon/Sweeper cum Chowkidar</b>						
<b>6</b>	Jagga singh	H.No. 2285 Sector 66, SAS Nagar	01722219556	9814845729	dyesasnagar@yahoo.com	

<b>19. Barnala</b>						
<b>Clerk</b>						
<b>1</b>	Kuldip Kaur	H.No.9 Krishna Enclave, Sanghera Road, Barnala	01679243232	9417504526	dyesabnl@gmail.com	
<b>Investigator</b>						
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<b>Peon/Sweeper cum Chowkidar</b>						
<b>3</b>	Rashpal Singh	C/o Dr. Rajan Chopra, H.no. B-12/640, Kacha Collage Road, Barnala	01676243232	9878684852	dyesabnl@gmail.com	
<b>20. Tarn Taran</b>						
<b>Deputy Economic and Statistical Adviser</b>						
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<b>Clerk</b>						
<b>2</b>	Narinder singh	H.No. 910, gali no. 5, sharifpura, rani bazar, Amritsar	01852222790	8872516583	desatarntaran@rediffmail.com	
<b>Investigator</b>						
<b>3</b>	Sukhwinder Kaur	vpo chheharta distt.Amritsar	01852222790	9915432598	desatarntaran@rediffmail.com	
<b>4</b>	Kuldeepak	vpo sarhali, teh and distt Tarntaran	01852222790	8872650004	desatarntaran@rediffmail.com	
<b>5</b>	Navdeep Kaur	vpo kurivalah distt.Tarn taran	01852222790	9463447150	desatarntaran@rediffmail.com	
<b>6</b>	Parmjeet Kaur	vpo khukar pura tehsil patti distt. Tarn taran	01852222790	8288843424	desatarntaran@rediffmail.com	
<b>7</b>	Avtar Singh	ward no.4 patti distt.Tarn taran	01852222790	9463342525	desatarntaran@rediffmail.com	
<b>8</b>	Gurpreet singh	vill. mughalwala, tehsil patti, distt. Tarn taran	01852222790	8146990472	desatarntaran@rediffmail.com	
<b>9</b>	Rajbir Kaur	vpo felo ke distt.Tarn taran	01852222790	9914799947	desatarntaran@rediffmail.com	
<b>Peon/Sweeper cum Chowkidar</b>						
<b>10</b>	Bhag Singh	VPO Bhai Ladhu Tehsil Patti Distt.Tarn Taran	01852222790	9464758092	desatarntaran@rediffmail.com	
<b>11</b>	Kamal Kaur	VPO Louka Tehsil Patti Distt.Taran Taran	01852222790	9872801090	desatarntaran@rediffmail.com	
<b>12</b>	Kimarjeet kaur	H. No. 2140, Gilwali Gate, Gujjarpura, Tehsil and distt. amritsar	01852222790	8054611845	desatarntaran@rediffmail.com	
<b>22. Pathankot</b>						
<b>Research Officer</b>						
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<b>Assistant Research Officers</b>						
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<b>3</b>	Parveen Kumar	B-6 Officer Colony Pathankot	01862345100	8558913139	dyesapathankot@yahoo.com	

**9th Manual: Directory of Officers and employees**

**9.1 Name and designation**

**Head Office**

**(As on 31.3.18)**

<b>Economic Adviser</b>					
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<b>Joint Director</b>					
<b>4</b>	Jagdeep Singh	H.No. 2870/C, Sector 42-c, Chandigarh	01722600209	9815995021	jointdir2.eso@punjab.gov.in
<b>5</b>	Kuldeep Kaur	H.No. 2873/A, Sector 42-C, Chandigarh	01722660182	9646732002	jointdir3.eso@punjab.gov.in
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<b>8</b>	Devinder Kumar	H.No. 55, Golden city, Mundi Kharar		9914052826	
<b>Research Officer</b>					
<b>9</b>	Sarabjit Kaur	H.No. 1022, Sunny Enclave, Kharar		9646169372	compilationeso@gmail.com
<b>10</b>	Miury	H.No. HM- 358, Phase 9, SAS Nagar		9876066358	
<b>11</b>	Meena Rani	H.No. 3177, Sector 37-D, Chandigarh		9463654637	compilationeso@gmail.com
<b>Superintendent Grade I</b>					
<b>12</b>	Suresh Kumar Chauhan	C/o Sh. Jagan Nath, Near Dhillon Resorts, Nayagaon, SAS Nagar		9041988612	supdtesteso@gmail.com
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<b>15</b>	Punam Joshi	H.No. 1831/1, Ph 10, Housefed Complex, SAS Nagar		9463837025	punammehta24@gmail.com
<b>16</b>	Prem Kumar	H.No. 2214/A, Sector 27-C, Chandigarh		9781297944	
<b>17</b>	Divya Ratan Pal	H.No 826, Sector 78, SAS Nagar		9855711059	divyarp83@yahoo.in

18	Sita Ram	H.No 2259, Sector 23-C, Chandigarh		9878293675	
19	Sunita Prabhakar	H.No. 2161, Sector 44-C, Chandigarh		9417366342	
20	Surinder Singh	H.No. 3042, Sector 23-D, Chandigarh		9855923113	
21	Gurminder Kaur	H.No. 10, Phase 6, SAS Nagar		8558932490	gurmovi1972@gmail.com
<b>Superintendent Grade-II</b>					
22	Dalbir singh	H.No. 302 PHASE-3A, SAS Nagar		9988164878	
<b>Statistical Assistant</b>					
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24	Satwinder Kaur	H.No. 221/A, Sector 51-A, Chandigarh		9814853053	
25	Kuljeet Singh	H.No. 1197, Sector 23-B, Chandigarh		9988202078	kuljit119723@gmail.com
26	Harbhajan Kaur	H.NO. 1482/B, Sector 61, Chandigarh		8196058999	
27	Mukta Passi	H.No. 2102, Sector 20, Jalvayue Vihar Panchkula		9872746033	
28	Satkiran Lilly Bhullar	H.No. 2143, Sector 40-C, Chandigarh		8699713760	
29	Santosh Kumari	H.No 4654, Sector 70, SAS Nagar		9780732659	
30	Ranjeet Singh	H.No. 235, Gurdev Nagar, Zirakpur		9888139907	anandkuteer16@gmail.com
<b>Senior Assistant</b>					
31	Inderjit Kaur	H.No. 1714, Sector 23-B, Chandigarh		9041111272	kinderjit04@gmail.com
32	Rakesh Kumar	H.No 842, Phase 10, SAS Nagar		9463594403	
33	Harminder Singh	H.No. 48, W.No.12, Dera Bassi, SAS Nagar		9855181898	
34	Balwinder Kaur	H.No.5082/2, Cat.III, ManiMajra, MHC.		9417512373	assttesteso@gmail.com
35	Jaswinder Kaur D/O Sham Singh	H.No. HM 346, Phase 9, SAS Nagar		9781993347	jaswinder1908@gmail.com
36	Radha	H.No. 5, Sector 28 A, Chandigarh		9814524754	
37	Chand Kiran	H.No. 877/8, Moh. Loharan Wala, Dera Bassi		9814974742	chandkiran40@yahoo.com
38	Satish Kumar	H.No. 216, Sector 29 A, Chandigarh		9814007344	skmoudgil98@gmail.com
39	Salamdin	H.No. 3810, Sector 22-D, Chandigarh		9877830158	

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<b>43</b>	Krishna Devi	H.No. 750, Sector 40-A, Chandigarh		9872106750	
<b>Steno Typist</b>					
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<b>45</b>	Shashi Bala	H.No. 1163, Sector 43 B, Chandigarh		9815990256	shashibala2968@gmail.com
<b>46</b>	Jaswinder Kaur D/O Balwant Singh	H.No. 1539, Sector 20 B, Chandigarh		9316042405	kjaswinder445@gmail.com
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<b>48</b>	Dilbag Singh	H.No. 213, Ward No. 4, Gobind Nagar, Naya Gaon, Mohali		9855728478	
<b>49</b>	Randhir Kaur	H. No. 580, Phase 4, SAS Nagar		9915771934	kaurrandhir94@gmail.com
<b>50</b>	Parma Nand	H.NO. 2284 B, Sector 19-C, Chandigarh		9814237999	
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<b>53</b>	Harwinder singh	H.No. 207 Sector 56 Chandigarh		9888075755	
<b>Clerk</b>					
<b>54</b>	Sujata Goel	H.No. 2236, Sector 45 C, Chandigarh		9814582020	
<b>55</b>	Kulbir Singh	H.No. 1264, Ward No. 9, Khanpur Kharar		9855551173	khanpuri@gmail.com
<b>56</b>	Sanjeev Kumar	H.No. 2594, Sector 39 C, Chandigarh		9878630164	sanjukverma76@gmail.com
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<b>65</b>	Amanjot Kaur	H.No. 2677, Phase 11, SAS Nagar		9855523602	
<b>66</b>	Harish Kumar	H.No. 30, Harmilap Nagar, Phase 2, Baltana, Zirakpur		9878126440	
<b>67</b>	Nancy	H.No. 668, Sector 30-A, RBI Colony, Chandigarh		8054714050	nancythaman23@gmail.com
<b>Driver</b>					
<b>68</b>	Amandeep Singh	H.No. 927, Sector 60, SAS Nagar		9417544585	
<b>69</b>	Balwinder Singh	H.No. 126, Ward No. 8 Nayagoan, SAS Nagar		9417408234	
<b>70</b>	Charanjit Singh	H.No. 76, Sector 46-A, Chandigarh		9814546263	anrubal24@yahoo.com
<b>Head Peon</b>					
<b>71</b>	Vijay Kumar	H.No. 2066, Sector 19-C, Chandigarh		9914212066	
<b>Daftri</b>					
<b>72</b>	Chhota Ram	H.No. 2025 A, Sector 24-C, Chandigarh		9855658950	
<b>Peon/Sweeper cum Chowkidar</b>					
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<b>74</b>	Jagdish Rai	H.No 3764, Moli Complex, Chandigarh		9814903764	
<b>75</b>	Sandeep Kumar Gupta	H.No. 225/A, Pipli Wala Town, Mani Majra		9876878225	
<b>76</b>	Charanjit Kaur	H.No.2167, Sector 40c Chandigarh		9815399952	
<b>77</b>	Sandeep Singh	H.No. 102, VPO Dhanas, Chandigarh		9417092605	
<b>78</b>	Vishvajeet	H.No. 2680, Sector 27-C, Chandigarh		9876477703	
<b>79</b>	Balwinder Singh	H.No. 3404, Sector 22-D, Chandigarh		7508099679	

<b>80</b>	Ravinder Singh	Vill. Mubarakpur, Dera Bassi, SAS Nagar		9855647331	
<b>81</b>	Harparnam	H.No. 3034 A, Sector 39-D, Chandigarh		8427570319	
<b>82</b>	Haramrit Singh	Vill. Bhago Majra, Bharampur, Teh. and Dist. SAS Nagar - 140307		8146879587	
<b>83</b>	Gursevak Singh	H.No.2385, Sector20, Chandigarh		9779485994	
<b>84</b>	Anil Kumar	H.No.2916, Sector-20C, Chandigarh		9780274430	
<b>85</b>	Gurjeet Ram	H.No. 342, Sector 29-A, Chandigarh		9815545001	
<b>86</b>	Gourav Parmar	H.No. 2538, Sector-56, Chandigarh		7018804978	
<b>87</b>	Sukhdev Singh	H.No.2262-C, Sector24, Chandigarh		9988832248	
<b>88</b>	Prema	H.No. 3996, Bhaskar Colony, Sector 25, Chandigarh		9646581436	
<b>89</b>	Rajinder Singh	H.No. 2456, Sector 27-C, Chandigarh		9041957146	
<b>90</b>	Raman Kumar	H.No. 4344, Sector 46-D, Chandigarh		9316888727	
<b>91</b>	Kamla Pati Gautam	H.No. 2439 A, Sector 20-C, Chandigarh		7696644178	



**10th Manual: Monthly Remuneration received by officers & employees including system of compensation**

- 10.1 Name and designation of the employee  
 10.2 Monthly remuneration  
 10.3 System of compensation as provided by in its regulations

**Head Office**

**(As on 31.3.18)**

Sr.No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
<b>Headquarter- Chandigarh</b>					
<b>Economic Adviser</b>					
1	Mohan Lal Sharma	37400-67000	48060	8800	151072
<b>Director</b>					
2	Parminder Singh	15600-39100	43230	8400	126892
3	Tirath Singh	15600-39100	41720	8400	133737
<b>Joint Director</b>					
4	Jagdeep Singh	15600-39100	38450	7800	113786
5	Harvinder Singh	15600-39100	41610	7800	131860
6	Kuldeep Kaur	15600-39100	36140	7800	108158
<b>Deputy Economic and Statistical Adviser</b>					
7	Rakesh Kumar Kalia	15600-39100	31240	6600	103244
8	Devinder Kumar	15600-39100	29050	6600	97452
<b>Research Officer</b>					
9	Miury	15600-39100	23420	5400	77378
10	Meena Rani	15600-39100	25780	5400	83622
11	Sarabjit Kaur	15600-39100	25810	5400	83703
<b>Superintendent Grade I</b>					
12	Suresh Kumar Chauhan	10300-34800	25400	5400	83317
<b>Assistant Research Officers</b>					
13	Sukhwinder Singh	10300-34800	19590	4600	64928
14	Punam Joshi	10300-34800	20240	4600	66646
15	Punam Gupta	10300-34800	18990	4600	63340
16	Prem Kumar	10300-34800	19600	4600	59871
17	Sita Ram	10300-34800	15080	4600	49860
18	Sunita Prabhakar	10300-34800	18940	4600	63206
19	Surinder Singh	10300-34800	18300	4600	54258
20	Divya Ratan Pal	10300-34800	21490	4600	69955
21	Gurminder Kaur	10300-34800	15820	4600	50663
<b>Superintendent Grade-II</b>					
22	Dalbir Singh	10300-34800	23590	4800	76841
<b>Statistical Assistant</b>					
23	Satkiran Lilly Bhullar	10300-34800	14010	4400	49793
24	Santosh Kumari	10300-34800	19490	4400	64134
25	Harbhajan Kaur	10300-34800	19450	4400	64029
26	Jaswinder Kaur	10300-34800	13020	4400	44355
27	Kuljeet Singh	10300-34800	13020	4400	43355
28	Satwinder Kaur	10300-34800	18170	4400	60642
29	Mukta Passi	10300-34800	13550	4400	48417
30	Ranjeet Singh	10300-34800	20380	4400	66488

<b>Senior Assistant</b>					
<b>31</b>	Radha	10300-34800	18110	4400	61083
<b>32</b>	Rakesh Kumar	10300-34800	20710	4400	67962
<b>33</b>	Chand Kiran	10300-34800	20500	4400	67305
<b>34</b>	Balwinder Kaur	10300-34800	21550	4400	70395
<b>35</b>	Jaswinder Kaur D/O Sham Singh	10300-34800	21400	4400	69687
<b>36</b>	Harminder Singh	10300-34800	16060	4400	55868
<b>37</b>	Inderjit Kaur	10300-34800	20480	4400	60079
<b>38</b>	Salamdin	10300-34800	13680	4400	46563
<b>39</b>	Satish Kumar	10300-34800	16420	4400	52238
<b>Senior Scale Stenographer</b>					
<b>40</b>	Harbans Singh	10300-34800	22480	4400	70686
<b>41</b>	Anuba Rani	10300-34800	22480	4400	72645
<b>Junior Scale Stenographer</b>					
<b>42</b>	Krishna Devi	10300-34800	21320	3600	67308
<b>43</b>	Usha Peepat	10300-34800	19940	3800	64396
<b>Steno Typist</b>					
<b>44</b>	Jaswinder Kaur D/O Balwant Singh	10300-34800	19940	3800	59108
<b>45</b>	Shashi Bala	10300-34800	19940	3800	63939
<b>46</b>	Satnam Singh	10300-34800	20660	3800	66092
<b>Junior Assistant</b>					
<b>47</b>	Dilbag Singh	10300-34800	14180	3600	48416
<b>48</b>	Kulwinder Singh	10300-34800	13980	3600	47867
<b>49</b>	Randhir Kaur	10300-34800	14180	3600	48416
<b>50</b>	Parma Nand	10300-34800	12520	3000	39177
<b>51</b>	Saroj Bala	10300-34800	13660	3600	47040
<b>52</b>	Mandeep Singh	10300-34800	141d80	3600	48416
<b>53</b>	Harwinder Singh	10300-34800	13660	3600	48040
<b>Clerk</b>					
<b>54</b>	Kanwaljit Kaur	10300-34800	13440	3200	41805
<b>55</b>	Rahul Kalra	10300-34800	12950	3200	40613
<b>56</b>	Jagdish Kumar	10300-34800	12570	3200	39687
<b>57</b>	Gurbinder Singh	10300-34800	13440	3200	45279
<b>58</b>	Sanjeev Kumar	10300-34800	12580	3200	39710
<b>59</b>	Sujata Goel	10300-34800	13440	3200	45279
<b>60</b>	Kulbir Singh	10300-34800	13650	3200	45857
<b>Investigator</b>					
<b>61</b>	Manjeet Kaur	5910-20200	11520	2150	37042
<b>62</b>	Kulwinder Kaur	5910-20200	11026	2150	33423
<b>63</b>	Jasvir Kaur	5910-20200	0	2150	0
<b>64</b>	Amanpreet Kaur	5910-20200	10800	2150	35117
<b>65</b>	Nancy	5910-20200	7770	2050	26834
<b>66</b>	Harish Kumar	5910-20200	11520	2150	37042
<b>67</b>	Amanjot Kaur	5910-20200	11520	2150	37042
<b>Driver</b>					
<b>68</b>	Charanjit Singh	5910-20200	17750	3000	53278
<b>69</b>	Balwinder Singh	5910-20200	13670	2800	46311
<b>70</b>	Amandeep Singh	5910-20200	10160	2400	35944
<b>Head Peon</b>					
<b>71</b>	Vijay Kumar	4900-10680	14720	1900	45416
<b>Daftri</b>					
<b>72</b>	Chhota Ram	4900-10680	15610	1900	43886
<b>Peon/Sweeper cum Chowkidar</b>					
<b>73</b>	Rajinder Singh	4900-10680	13810	1900	39711

<b>74</b>	Haramrit Singh	4900-10680	6320	1300	21372
<b>75</b>	Gursevak Singh	4900-10680	7960	1650	24621
<b>76</b>	Gourav Parmar	4900-10680	5300	1650	19601
<b>77</b>	Gurjeet Ram	4900-10680	7980	1650	24670
<b>78</b>	Anil Kumar	4900-10680	10060	1650	29757
<b>79</b>	Prema	4900-10680	12040	1900	35188
<b>80</b>	Kamla Pati Gautam	4900-10680	11700	1900	34360
<b>81</b>	Raman Kumar	4900-10680	8250	1650	25326
<b>82</b>	Vishvajeet	4900-10680	12740	1900	36893
<b>83</b>	Jagdish Rai	4900-10680	13850	1900	43433
<b>84</b>	Manjit singh	4900-10680	7233	2400	23596
<b>85</b>	Sandeep Singh	4900-10680	11970	1900	35285
<b>86</b>	Ravinder Singh	4900-10680	7190	1650	24600
<b>87</b>	Harparnam	4900-10680	14270	1900	41021
<b>88</b>	Balwinder Singh	4900-10680	11030	1900	32729
<b>89</b>	Sandeep Kumar Gupta	4900-10680	13440	1900	41819
<b>90</b>	Charanjit Kaur	4900-10680	7190	1650	24400
<b>91</b>	Sukhdev Singh	4900-10680	7960	1650	24621

**District Level**

(As on 31.3.18)

Sr.No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
<b>1. Amritsar</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Charanjit Singh	15600-39100	33750	6600	91424
<b>Assistant Research Officer</b>					
2	Sadhna sharma	10300-34800	20740	4400	55798
<b>Statistical Assistant</b>					
3	Niamat singh	10300-34800	19050	4400	51325
4	Parminder singh	10300-34800	17950	4400	48417
5	Sandeep kumar	10300-34800	19630	4400	52862
<b>Senior Assistant</b>					
6	Davinder Kaur	10300-34800	20830	4400	56637
<b>Steno Typist</b>					
7	Kulwinder kaur	10300-34800	18780	3200	50942
<b>Junior Assistant</b>					
8	Kamalpreet kaur	10300-34800	16750	3600	45672
9	Asha rani	10300-34800	16750	3600	45672
10	Neelam kumari	10300-34800	17260	3600	43395
<b>Investigator</b>					
11	Arun kumar	5910-20200	16600	3000	44774
12	Simarjit kaur	5910-20200	12260	2150	32546
13	Gurdial singh	5910-20200	13270	2150	34475
14	Baljit kaur	5910-20200	12260	2050	32674
15	Amandeep kaur	5910-20200	11850	2050	30862
16	Sukhcharanjit singh	5910-20200	13270	2150	35964
17	Kawaljit kaur	5910-20200	13270	2150	36008
18	Balwinder singh	5910-20200	13270	2150	35964
19	Kawaljit Kaur	5910-20200	13270	2150	34475
<b>Peon/Sweeper cum Chowkidar</b>					
20	Prem chand	4900-10680	15490	1900	42598
21	Parween sharma	4900-10680	11460	1900	31534
22	Malkit kaur	4900-10680	9340	1650	25923
<b>2. Bathinda</b>					
<b>District Statistical Officer</b>					
1	Bahader Singh	10300-34800	22590	5000	75044
<b>Statistical Assistant</b>					
2	Rupinder Singh	10300-34800	13550	4400	48297
3	Ranjeet Singh	10300-34800	13550	4400	48297
4	Charnjeet Kaur	10300-34800	13550	4400	49297
<b>Senior Assistant</b>					
5	Shinder Pal Singh	10300-34800	18780	4400	62944
<b>Investigator</b>					
6	Gurpreet Kaur	4900-10680	10530	2000	34301
7	Sandeep Kumar	4900-10680	10530	2000	34301
<b>Head Peon</b>					
8	Karmjeet singh	4900-10680	11670	2000	34978
9	Jeet Ram	4900-10680	13760	2000	40783
<b>3. Faridkot</b>					
<b>Senior Assistant</b>					
1	Paramjit Kaur	4900-10680	21262	1650	64354

<b>Junior Assistant</b>					
<b>2</b>	Puran Singh	10300-34800	13284	3600	42532
<b>Peon/Sweeper cum Chowkidar</b>					
<b>3</b>	Sukhjot Singh	4900-10680	7632	1650	23804
<b>4. Fatehgarh Sahib</b>					
<b>Statistical Assistant</b>					
<b>1</b>	Pushpinder kumar	10300-34800	16340	4400	53501
<b>Senior Assistant</b>					
<b>2</b>	Usha Rani	10300-34800	20780	4400	65382
<b>Investigator</b>					
<b>3</b>	Harmandeep Kaur	5910-20200	11520	2150	35486
<b>Data Entry operator</b>					
<b>4</b>	Subhash chand	5910-20200	15890	2400	47606
<b>Peon/Sweeper cum Chowkidar</b>					
<b>5</b>	Mota Singh	4900-10680	7690	1650	24843
<b>District Statistical Officers</b>					
<b>6</b>	Gurmeet Singh	10300-34800	22260	5000	71277
<b>5. Ferozepur</b>					
<b>Assistant Research Officers</b>					
<b>1</b>	Gurinder Singh	10300-34800	20420	4600	54295
<b>Statistical Assistant</b>					
<b>2</b>	Nirmal singh	10300-34800	17950	4400	44527
<b>Steno Typist</b>					
<b>3</b>	Harjinderpal	10300-34800	16640	3200	41685
<b>Junior Assistant</b>					
<b>4</b>	Baljit kaur	10300-34800	16570	3600	44661
<b>Clerk</b>					
<b>5</b>	Sanjeev maini	10300-34800	16150	3200	43461
<b>Investigator</b>					
<b>6</b>	Tarsem lal	5910-20200	12680	2050	33968
<b>7</b>	Harjinder singh	5910-20200	12680	2050	32969
<b>8</b>	Baljeet singh	5910-20200	12680	2050	32969
<b>Data Entry operator</b>					
<b>9</b>	Gurnam kaur	5910-20200	18290	2400	48719
<b>Peon/Sweeper cum Chowkidar</b>					
<b>10</b>	Jiwan	4900-10680	15310	1650	41620
<b>6. Gurdaspur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Ashok Kumar	15600-39100	27980	6600	93591
<b>Statistical Assistant</b>					
<b>2</b>	Rajesh Sharma	10300-34800	13550	4400	48425
<b>Senior Assistant</b>					
<b>3</b>	Gurmej singh	10300-34800	16420	4400	55944
<b>Steno Typist</b>					
<b>4</b>	Kulwantpal Kaur	10300-34800	15680	3200	50611
<b>Junior Assistant</b>					
<b>5</b>	Paramjit Kaur	10300-34800	15740	3600	51915
<b>6</b>	Kewal Singh	10300-34800	13660	3600	46466
<b>Clerk</b>					
<b>7</b>	Nishan Singh	10300-34800	10300	3200	36517
<b>Investigator</b>					
<b>8</b>	Renu Bala	5910-20200	10740	2050	34050
<b>9</b>	Gurmeet Singh	5910-20200	10740	2050	34050

<b>10</b>	Davinder Kaur	5910-20200	10740	2050	33713
<b>11</b>	Suman Bala	5910-20200	10740	2050	32028
<b>12</b>	Sharanjit Singh	5910-20200	10530	2050	34434
<b>13</b>	Gurpreet Singh	5910-20200	9440	2050	30073
<b>14</b>	Charanjit Singh	5910-20200	9100	2050	27786
<b>Peon/Sweeper cum Chowkidar</b>					
<b>15</b>	Gurmukh Singh	4900-10680	7950	1650	26260
<b>7. Hoshiarpur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Bhupinder Kaur	15600-39100	36730	6600	116294
<b>Assistant Research Officers</b>					
<b>2</b>	Jog Raj	10300-34800	18940	4600	61443
<b>3</b>	Balwant Singh	10300-34800	19580	4600	63876
<b>Senior Assistant</b>					
<b>4</b>	Rajinder Kaur	10300-34800	16940	4400	57185
<b>Clerk</b>					
<b>5</b>	Vinay Kumar	10300-34800	13440	3200	43969
<b>Investigator</b>					
<b>6</b>	Sukhjinder Singh	5910-20200	10530	2150	33302
<b>7</b>	Dharminder Singh	5910-20200	10530	2150	33768
<b>Peon/Sweeper cum Chowkidar</b>					
<b>8</b>	Rajni Kumari	4900-10680	6190	1650	21237
<b>8. Jalandhar</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Rani	15600-39100	31240	6600	103244
<b>Assistant Research Officers</b>					
<b>2</b>	Deepak Grewal	10300-34800	15820	4600	54951
<b>Statistical Assistant</b>					
<b>3</b>	Vinod beri	10300-34800	13550	4400	48417
<b>4</b>	Bhupinder Kaur	10300-34800	13020	4400	47013
<b>5</b>	Amarpal kaur	10300-34800	13500	4400	48417
<b>6</b>	Kanta Kumari	10300-34800	13020	4400	47013
<b>Senior Assistant</b>					
<b>7</b>	Kulwinder kaur	10300-34800	15080	4400	53064
<b>Steno Typist</b>					
<b>8</b>	Lakhwinder Singh	10300-34800	15130	3200	49772
<b>9</b>	Bimla Devi	10300-34800	19240	3800	62283
<b>Clerk</b>					
<b>10</b>	Jagdev Singh	10300-34800	10300	3200	36991
<b>11</b>	Ashni Kumar	10300-34800	12470	3200	42734
<b>Investigator</b>					
<b>12</b>	Ramandeep Kaur	5910-20200	10410	2050	33853
<b>13</b>	Mandeep Kaur	5910-20200	9800	2050	31987
<b>14</b>	Baldev Singh	5910-20200	9800	2050	32337
<b>15</b>	Balbir Chand	5910-20200	9800	2050	32837
<b>16</b>	Rajbaljinder Singh	5910-20200	7000	2050	24798
<b>Peon/Sweeper cum Chowkidar</b>					
<b>17</b>	Rani	4900-10680	9660	1650	31157
<b>18</b>	Jagir Kaur	4900-10680	11620	1650	37004
<b>19</b>	Dhira Singh	4900-10680	7930	2400	26809
<b>9. Kapurthala</b>					
<b>Research Officer</b>					
<b>1</b>	Surinder kumar	15600-39100	23680	5400	75656

<b>Statistical Assistant</b>					
<b>2</b>	Jagpal Singh	10300-34800	13550	4400	46883
<b>3</b>	Rajdavinder Kaur	10300-34800	13550	4400	46883
<b>4</b>	Rahul Kumar	10300-34800	15230	4400	51197
<b>Senior Assistant</b>					
<b>5</b>	Shashi Kiran	10300-34800	16430	4400	54877
<b>Junior Assistant</b>					
<b>6</b>	Gurmail Singh	10300-34800	15330	3600	49850
<b>Investigator</b>					
<b>7</b>	Palwinder Singh	5910-20200	10530	2150	33302
<b>8</b>	Sarwan Singh	5910-20200	9690	2150	30582
<b>Data Entry operator</b>					
<b>9</b>	Tamsa Adia	5910-20200	15880	2400	45647
<b>Peon/Sweeper cum Chowkidar</b>					
<b>10</b>	Gurpreet Singh	4900-10680	6680	1650	22496
<b>10. Ludhiana</b>					
<b>Research Officer</b>					
<b>1</b>	Parveen Kumari	10300-34800	23940	5400	78813
<b>Assistant Research Officers</b>					
<b>2</b>	Kashmira singh	10300-34800	21700	4600	70570
<b>Statistical Assistant</b>					
<b>3</b>	Gurwinder kaur	10300-34800	13550	4400	48477
<b>4</b>	Neena tangri	10300-34800	13550	4400	48477
<b>Senior Assistant</b>					
<b>5</b>	Upinder kaur	10300-34800	19970	4400	65764
<b>Junior Assistant</b>					
<b>6</b>	Ravinderpal singh	10300-34800	12960	3600	45248
<b>7</b>	Harninder Kaur	10300-34800	14180	3600	44742
<b>8</b>	Santokh singh	10300-34800	13660	3600	47100
<b>Investigator</b>					
<b>9</b>	Jyoti	5910-20200	10310	2150	33370
<b>10</b>	Manjit Kaur	5910-20200	11670	2150	37102
<b>11</b>	Pinki Jagdev	5910-20200	10900	2150	34933
<b>Data Entry operator</b>					
<b>12</b>	Sukhraj kaur	5910-20200	15500	2400	45534
<b>13</b>	Harjeet kaur	5910-20200	16040	2400	49722
<b>Head Peon</b>					
<b>14</b>	Surinder kumar	5910-20200	14210	2050	43918
<b>11. Mansa</b>					
<b>Junior Assistant</b>					
<b>1</b>	Kamaljeet singh	10300-34800	17388	3600	43764
<b>Investigator</b>					
<b>2</b>	Varinder kumar	4900-10680	14007	2000	34997
<b>Peon/Sweeper cum Chowkidar</b>					
<b>3</b>	Nanak dev	4900-10680	9282	1650	23744
<b>12. Moga</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Sunita Paul	15600-39100	32270	6600	85847
<b>Statistical Assistant</b>					
<b>2</b>	Ashu Kumar	10300-34800	17950	4400	46883
<b>3</b>	Arsal Singh	10300-34800	17950	4400	47093
<b>Steno Typist</b>					
<b>4</b>	Surinder Singh	10300-34800	16640	3200	43869

<b>Junior Assistant</b>					
<b>5</b>	Poonam	10300-34800	16080	3600	47282
<b>Investigator</b>					
<b>6</b>	Shivdeep Goyal	5910-20200	12680	2050	33302
<b>Data Entry operator</b>					
<b>7</b>	Varjinder Kaur	5910-20200	17900	2400	46703
<b>13. Sri Muktsar Sahib</b>					
<b>Statistical Assistant</b>					
<b>1</b>	HARPAL SINGH	10300-34800	18848	4400	46883
<b>Junior Assistant</b>					
<b>2</b>	Gurmail Singh	10300-34800	18123	3600	45560
<b>Investigator</b>					
<b>3</b>	Ranjit singh	5910-20200	13262	2050	33176
<b>4</b>	Lakhwinder singh	5910-20200	13314	2050	33302
<b>Head Peon</b>					
<b>5</b>	Rajpal singh	4900-10680	10626	1650	27090
<b>14. Shahid Bhagat Singh Nagar</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Naresh kumar	15600-39100	32760	6600	82279
<b>Statistical Assistant</b>					
<b>2</b>	Jaswant Singh	10300-34800	23793	4400	58379
<b>3</b>	Surinder Singh	10300-34800	21630	4400	53145
<b>Junior Assistant</b>					
<b>4</b>	Tajinder pal singh	10300-34800	18123	3600	45107
<b>Investigator</b>					
<b>5</b>	Gurinder Badhan	5910-20200	9828	2050	24534
<b>Peon/Sweeper cum Chowkidar</b>					
<b>6</b>	Himmat Kumar	4900-10680	11860	1650	29705
<b>15. Patiala</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Parminder kaur	15600-39100	30860	6600	98186
<b>Statistical Assistant</b>					
<b>2</b>	Jaswinder kaur	10300-34800	12980	4400	46788
<b>3</b>	Amardeep kaur	10300-34800	12980	4400	47388
<b>Senior Assistant</b>					
<b>4</b>	Vijay lakshmi	10300-34800	17540	4400	57806
<b>Junior Assistant</b>					
<b>5</b>	Jagjit kaur	10300-34800	13150	3600	45572
<b>6</b>	Charanjit singh	10300-34800	13150	3600	45572
<b>Clerk</b>					
<b>7</b>	Gurkirpal singh	10300-34800	12470	3200	42814
<b>Investigator</b>					
<b>8</b>	Harpreet Kaur	5910-20200	5910	2050	20801
<b>9</b>	Hemant Kumar	5910-20200	9110	2050	30412
<b>10</b>	Bikramjit singh	5910-20200	9800	2050	31300
<b>Data Entry operator</b>					
<b>11</b>	Iqbal singh	5910-20200	15350	2400	46703
<b>12</b>	Gurvinder kaur	5910-20200	14410	2400	45626
<b>Driver</b>					
<b>13</b>	Gurcharan singh	5910-20200	12350	2150	42908
<b>Head Peon</b>					
<b>14</b>	Gurpreet singh	4900-10680	4900	1650	18442



<b>Peon/Sweeper cum Chowkidar</b>					
<b>15</b>	Ram lubhaya	4900-10680	7400	1650	23196
<b>16. Rupnagar</b>					
<b>District Statistical Officers</b>					
<b>1</b>	Harmesh kumar	10300-34800	27840	5000	71741
<b>Statistical Assistant</b>					
<b>2</b>	Karnail singh	10300-34800	17950	4400	46412
<b>Senior Assistant</b>					
<b>3</b>	Balbir chand	10300-34800	23070	4400	60022
<b>Investigator</b>					
<b>4</b>	Navdeep kaur	5910-20200	9820	2050	25703
<b>5</b>	Harmit kaur	5910-20200	15270	2050	39552
<b>6</b>	Sukhvir singh	5910-20200	10120	2050	26465
<b>Data Entry operator</b>					
<b>7</b>	Ajaib singh	5910-20200	18440	2400	47606
<b>8</b>	Iqbaljit singh	4900-10680	18440	2400	47606
<b>Driver</b>					
<b>9</b>	Darshan singh	5910-20200	20750	2400	55337
<b>Peon/Sweeper cum Chowkidar</b>					
<b>10</b>	Sampuran singh	4900-10680	16680	1650	43493
<b>11</b>	Balwinder singh	4900-10680	16170	1650	42199
<b>12</b>	Ashok kumar	4900-10680	10190	1650	26333
<b>17. Sangrur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Paramjeet singh	15600-39100	40520	6600	102071
<b>Assistant Research Officers</b>					
<b>2</b>	Raj Kumar	10300-34800	24717	4600	61233
<b>Senior Assistant</b>					
<b>3</b>	Jagdeep singh	10300-34800	28529	4400	71153
<b>4</b>	Jagdeep singh	10300-34800	28529	4400	71153
<b>Steno Typist</b>					
<b>5</b>	Gurjeet Kaur	10300-34800	20024	5800	50109
<b>Junior Assistant</b>					
<b>6</b>	Sukhwinder Singh	10300-34800	18123	6000	46560
<b>Investigator</b>					
<b>7</b>	Karanjit singh	5910-20200	13598	2150	32297
<b>8</b>	Ashwani kumar	5910-20200	13314	2150	33302
<b>9</b>	Manpreet singh	5910-20200	10679	2150	26593
<b>10</b>	Sandeep rani	5910-20200	10679	2150	26593
<b>Data Entry operator</b>					
<b>11</b>	Iqbal singh	5910-20200	18795	2050	46703
<b>Peon/Sweeper cum Chowkidar</b>					
<b>12</b>	Sandeep singh	4900-10680	7760	2400	20083
<b>13</b>	Tarsem chand	4900-10680	10920	2400	26444
<b>18. Sahibzada Ajit Singh Nagar</b>					
<b>Research Officer</b>					
<b>1</b>	Gurpreet singh	15600-39100	24810	5400	82057
<b>Investigator</b>					
<b>2</b>	Beant singh	5910-20200	7770	2050	25703
<b>3</b>	Rajwinder kaur	5910-20200	11110	2050	35956
<b>4</b>	Tarsem singh	5910-20200	11120	2050	35306
<b>Data Entry operator</b>					
<b>5</b>	Sukhwinder singh	5910-20200	15870	2400	50230

<b>Peon/Sweeper cum Chowkidar</b>					
<b>6</b>	Jagga singh	5910-20200	13850	2050	43116
<b>19. Barnala</b>					
<b>Clerk</b>					
<b>1</b>	Kuldip Kaur	10300-34800	19020	6000	59321
<b>Investigator</b>					
<b>2</b>	Sukhmeet Singh	5910-20200	9800	2150	31738
<b>Peon/Sweeper cum Chowkidar</b>					
<b>3</b>	Rashpal Singh	4900-10680	7660	2400	24992
<b>20. Tarn Taran</b>					
<b>Deputy Economic and Statistical Adviser</b>					
<b>1</b>	Amandeep Singh	15600-39100	32140	6600	86511
<b>Clerk</b>					
<b>2</b>	Narinder singh	10300-34800	16958	3200	42613
<b>Investigator</b>					
<b>3</b>	Avtar Singh	5910-20200	13784	2150	35167
<b>4</b>	Gurpreet singh	5910-20200	14354	2150	35845
<b>5</b>	Rajbir Kaur	5910-20200	13784	2150	35306
<b>6</b>	Parmjeet Kaur	5910-20200	13794	2150	34494
<b>7</b>	Navdeep Kaur	5910-20200	11873	2150	30146
<b>8</b>	Kuldeepak	5910-20200	14354	2150	35845
<b>9</b>	Sukhwinder Kaur	5910-20200	13784	2150	36003
<b>Peon/Sweeper cum Chowkidar</b>					
<b>10</b>	Bhag Singh	4900-10680	10080	1650	26156
<b>11</b>	Kamal Kaur	4900-10680	10080	1650	25756
<b>12</b>	Kimarjeet kaur	4900-10680	11130	1650	28323
<b>22. Pathankot</b>					
<b>Research Officer</b>					
<b>1</b>	Ravinder Pall Dutta	15600-39100	29440	5400	78866
<b>Assistant Research Officers</b>					
<b>2</b>	Raj Kumar	10300-34800	23590	4600	61362
<b>Junior Assistant</b>					
<b>3</b>	Parveen Kumar	10300-34800	16580	3600	41639

**11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.**

- 11.1 Total Budget for the Public Authority:  
 11.2 Budget for each agency and plan & programmes  
 11.3 Proposed expenditures:  
 11.4 Revised budget for each agency, if any:  
 11.5 Report on disbursements made and place where the related reports are available:

Sr.No.	Name of the Scheme	Annual Budget Allotment (2017-18)	Expenditure incurred upto 31.3.18	Agency	Remarks
	<b>Major Head:3454-Census Survey &amp; Statistics</b>				
1.	201-01-National Sample Survey Non Plan	13096000	12584129	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	160068000	154365175	District level & Head Quarter	-
3.	204-02.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	22550000	21455216	District level & Head Quarter	-
4.	100% Centrally Sponsored Scheme. C.S.I Conduct of 6 <sup>th</sup> Economic Census Survey of Punjab.	-	-	Head Quarter	-
5.	CSST-5-D Strengthening of District Planning Committies at District Level	3900000	2157483	District level	-
6.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	7740000	7547193	Head Quarter	-
7.	Basic Statistics for Local Level Development	-	-	Head Quarter	-
8.	Urban Statistics for Local Level Development	3200000	2794767	Head Quarter	-
9.	Geospatial Information system	2500000	2322000	Head Quarter	-
10.	Conduct of Family Budget Survey	-	-	Head Quarter	-

11.	13 <sup>th</sup> Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	-	-	District level & Head Quarter	-
12.	204-CSO-800-Other expenditure, 01:-Purchase of Computer	70000	69580	District level & Head Quarter	-
13.	Engagement of Statistical IT Professional In ESO, Punjab	-	-	District level & Head Quarter	
14.	Strengthening of Plan Evaluation Machinery in the State	-	-	Head Quarter	
	<b>Total</b>	<b>213124000</b>	<b>203295543</b>	-	-

## **12th Manual: Manner of execution of subsidy programmes**

- 12.1 Name of the programme or activity
- 12.2 Objective of the program
- 12.3 Procedure to avail benefits
- 12.4 Duration of the programme/scheme
- 12.5 Physical and financial targets of the program
- 12.6 Nature/scale of subsidy/amount allotted
- 12.7 Eligibility criteria for grant of subsidy

There is no scheme in this Department where subsidy is given to public. Therefore no amount has been allocated and there is no question of details of beneficiaries.

**13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority**

- 13.1 Concessions, permits or authorizations granted by Public Authority
- 13.2 For each concession, permit or authorization granted
- 13.3 Eligibility criteria
- 13.4 Procedure for getting the concession/grant and/or permits or authorizations
- 13.5 Name and address of the recipients given concessions/ permits or authorizations
- 13.6 Date of award of concessions/ permits or authorizations

**Note:** There is no scheme in this Department where concessions, permits or authorisations are granted. Therefore, there is no question of details of such particulars.

## **14th Manual: Information available in electronic form**

- 14.1 Details of information available in electronic form:
  - 1. Statistical Reports
  - 2. Establishment Matters
- 14.2 Name/title of the document/record/other information:
  - a) GSDP and related Aggregates
  - b) ISSP
  - c) Finance Commission
  - d) MPLADS
  - e) Twenty Point Programme
  - f) Economic Census
  - g) HDR
  - h) GIS
  - i) Indices
  - j) Publications and Data
  - k) Adhoc Survey
  - l) Tender
  - m) CSA-2008
  - n) RTI
  - o) Personal Establishment Matters

### **14.3 Location where available:**

[www.esopb.gov.in](http://www.esopb.gov.in)

**15th Manual: Particulars of facilities available to citizens for obtaining information**

15.1 Name & location of the facility:

15.2 Contact Person & contact details (phone, fax, email):

15.3 Working hours of the facility:

15.4 Details of information made available:

**Note:** The department basically deals with statistical matters. All Statistical data is made available at website [www.esopb.gov.in](http://www.esopb.gov.in)



**16th Manual: Names, designations and other particulars of public information officers**

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

**At Head Office**

**(As on 31.03.2018)**

<b>RTI-Head Quarters-Chandigarh</b>							
<b>Sr.No</b>	<b>Name of the Public Authority</b>	<b>Name of the Present Post Held by the Officer</b>	<b>Designated as (Name of the officer need not to be mentioned)</b>	<b>Office address</b>	<b>Office Phone No.</b>	<b>Office Fax No.</b>	<b>Office-E-mail</b>
1	Mohan Lal Sharma	Economic Adviser	Appellate Authority	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722660137		e.advi@punjab.gov.in
2	Parminder Singh	Director	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722660138		dir1.eso@punjab.gov.in
3	Sarabjit Kaur	Research Officer	A.P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh			compilationeso@gmail.com

**At District Level**

**(As on 31.03.2018)**

S.NO.	District Name	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office Address	Office Phone No.	Office Fax No.	Office-E-mail
1	Amritsar	Charanjit Singh	Deputy Economic and Statistical Adviser	P.I.O	Dy Economic&Statistical Adviser Zila Parishad Complex Amritsar	01832565999		dyesa_asr@rediffmai.com
		Sadhna sharma	Assistant Research Officers	A.P.I.O	Dy Economic &Statistical Adviser Zila Parishad Complex Amritsar	01832565999		dyesa_asr@rediffmail.com
2	Bathinda	Bahader Singh	District Statistical Officers	P.I.O	Room No. 154 DCA Bathinda	01642217050	01642217050	dyesabtd@yahoo.com
		Ranjeet Singh	Statistical Assistant	A.P.I.O	Room No.154 DCA Bathinda	01642217050	01642217050	dyesabtd@yahoo.com
3	Faridkot	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	O/o Dy ESA Zila Prishad Complex Arra Road Faridkot	01639250069	01639250069	dyesafdk@yahoo.co.in
		Girish Kumar	Investigator	A.P.I.O	O/o DY Economic and Statistical Advisor Faridkot	01639250069		dyesafdk@yahoo.co.in
4	Fatehgarh Sahib	Gurpreet singh	Research Officer	P.I.O	Room no. 358 2nd Floor District Administrative Complex Sector 76 SAS Nagar	01722219556		dyesasasnagar@yahoo.com
		Pushpinder kumar	Statistical Assistant	A.P.I.O	Room no. 427, 3rd floor, district administrative complex, Fatehgarh Sahib, Punjab. Pin code 140407	01763232363		desa_fgs@yahoo.com

5	Firozpur	Gurinder Singh	Assistant Research Officer	P.I.O	DAC complex room No.214 C block 2nd Floor FZR City	01632246753		
		Nirmal singh	Statistical Assistant	A.P.I.O	DAC Complex Room No.214 C Block 2nd Floor FZR City	01632246753		
6	Gurdaspur	Ashok Kumar	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical Adviser Gurdaspur			dyesagsp@yahoo.co.in
		Rajesh Sharma	Statistical Assistant	A.P.I.O	Deputy Economic and Statistical Advisor, Gurdaspur.			
7	Hoshiarpur	Bhupinder Kaur	Deputy Economic and Statistical Adviser	P.I.O	DAC, Fifth Floor, Room No. 501-506, Hoshiarpur	01882222391		
		Balwant Singh	Assistant Research Officer	A.P.I.O	DAC, Fifth Floor, Room No. 501-506, Hoshiarpur	01882222391		
8	Jalandhar	Rani	Deputy Economic and Statistical Adviser	P.I.O	Dy. Economic and Statistical Advisor, Yojna Bhawan, Distt. Court, Kapurthala.	01822232477	01822232477	dyesa_kpt@yahoo.co.in
		Deepak Grewal	Assistant Research Officer	A.P.I.O	Dy.Economic And Statistical Adviser, D.A.C Complex, Jalandhar.	01812223804	01812223804	dyesa.jal@gmail.com
9	Kapurthala	Surinder kumar	Research Officer	P.I.O	Dy.ESA. Kapurthala	9465593655	1822232477	dyesa_kpt@yahoo.co.in
		Rahul Kumar	Statistical Assistant	A.P.I.O	Dy.Economic and Statistical Advisor, Yojna Bhawan, Distt. Court, Kapurthala.	01822232477	01822232477	dyesa_kpt@yahoo.co.in

10	Ludhiana	Parveen Kumari	Research Officer	P.I.O	Dy.ESA Ludhiana	2427243		dy.esaludhiana@yahoomail.com
		Kashmira singh	Assistant Research Officer	A.P.I.O	Dy.ESA Ludhiana	01612427243		dy.esaludhiana@yahoomail.com
11	Mansa	Bahader Singh	District Statistical Officer	P.I.O	Room No.154 DCA Bathinda	01642217050	01642217050	dyesabtd@yahoo.com
		Varinder kumar	Investigator	A.P.I.O	Mini Sec, Mansa	01652228508		dyesa_mansa@yahoo.co.in
12	Moga	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	DAC Complex, Satluj Block, 3rd Floor, Room No. 324, Moga	01636238330	01636238330	desamoga@hotmail.com
		Arsal Singh	Statistical Assistant	A.P.I.O	DAC Complex, Satluj Block, 3rd Floor, Room No. 324, Moga	9417566240	01636238330	desamoga@hotmail.com
13	Sri Muktsar Sahib	Parminder kaur	Deputy Economic and Statistical Adviser	P.I.O	26, Ramjit bagh, Patiala	01633241453		dyesa_muktsar@yahoo.co.in
		Harpal Singh	Statistical Assistant	A.P.I.O	Room No. 32-33, First Floor, District Administration Complex, Sri Mukatsar Sahib.	01633241453		dyesa_muktsar@yahoo.co.in
14	SBS Nagar	Naresh kumar	Deputy Economic and Statistical Adviser	P.I.O	Desa SBS Nagar	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
		Jaswant Singh	Statistical Assistant	A.P.I.O	Desa SBS Nagar			dy_esa_nsr@yahoo.co.in

15	Patiala	Parminder kaur	Deputy Economic and Statistical Adviser	P.I.O	26, Ramjit bagh, Patiala	01752201486		desapatiala@rediff.com
		Amardeep kaur	Statistical Assistant	A.P.I.O	26, Ranjit Bagh, Patiala	1752201486		desapatiala@rediff.com
16	Rupnagar	Harmesh kumar	District Statistical Officer	P.I.O	deputy economic and statistical advisor, rupnagar	01881220528		dyesaropar@yahoo.co.in
		Karnail singh	Statistical Assistant	A.P.I.O	deputy economic and statistical advisor, rupnagar	01881220528		dyesaropar@yahoo.co.in
17	Sangrur	Paramjeet singh	Deputy Economic and Statistical Adviser	P.I.O	Dyesa Back side Bus Stand near patwar Khana Sangrur	01672234172		
		Raj Kumar	Assistant Research Officers	A.P.I.O	Near Central Patwar Khana, Sangrur	01672235172	01672235172	desa_sgr@yahoo.co.in
18	SAS Nagar	Gurpreet singh	Research Officer	P.I.O	Room no. 358 2nd Floor District Administrative Complex Sector 76 SAS Nagar	01722219556		dyesasasnagar@yahoo.com
		Sukhwinder singh	Data Entry operator	A.P.I.O	Room No 357-358 2nd Floor District Administrative Complex Sector 76 SAS Nagar			dyesasnagar@yahoo.com
19	Barnala	Naresh kumar	Deputy Economic and Statistical Adviser	P.I.O	desa sbs nagar			
		Sukhmeet Singh	Investigator	A.P.I.O	D.C. Complex, Handiaya Road, Barnala	01679243232		dyesabnl@gmail.com

20	Tarn Taran	Amandeep Singh	Deputy Economic and Statistical Adviser	P.I.O	District Administration Complex Tarn taran, Sarhali Road, Room no. 210, Second floor	01852222790		desatarntaran@rediffmail.com
		Kuldeepak	Investigator	A.P.I.O	VPO Sarhali, Teh And Distt Tarntaran	01852222790		desatarntaran@rediffmail.com
21	Pathankot	Ravinder Pall Dutta	Research Officer	P.I.O	DAC complex malikpur room no 319-21 Pathankot	01862345100	01862345100	dyesapathankot@yahoo.com
		Raj Kumar	Assistant Research Officers	A.P.I.O	DAC complex malikpur room no 319-21	01862345100	01862345100	dyesapathankot@yahoo.com

**Designated as:**

**Head Office**

Public Information Officer

Director (Admn)

Assistant Public Information  
Officer

Dy. Economic & Statistical Adviser (Compilation) if Dy.ESA (C) is vacant then  
Research Officer (C)

**At District Office**

Public Information Officer

Deputy Economic & Statistical Adviser and in his absence Research Officer and in  
his absence District Statistical Officer

Assistant Public Information  
Officer

Research Officer, if He/She is PIO then DSO and in his absence Senior most  
Assistant Research Officer and in his absence senior most Statistical Assistant.

**17th Manual: Any other useful information**

- 17.1 Citizen's charter of the public authority: N.A
- 17.2 Grievance redressal mechanisms N.A
- 17.3 Details of applications received under RTI and information provided

**FORM -1 ckow 1**

**MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2017 UNDER SECTION 25 RTI ACT 2005**

**( wNhohnb bJh ;bkBk fog'oN ;kb 2017 nzvo ;?e;BF25 nkoHnHnkJhHn?eNF2005)**

To be submitted by every Administrative Department to SICP (jo/e gqpzXeh ftGkr d[nkok oki ;{uBk efw;B B{z G/iD bJh )

Name of Parent Department: Economic and Statistical Organisation Punjab.  
(dcso) L noE ns/ nzeVk ;zrmB, gzikp

Name of Public Authority:) Economic Adviser to Govt. of Punjab  
(iBse nEkoNh dk BK) nkofEe ;bkjeko, gzikp ;oeko .

Period From: 01-01-2017 To 31-12-2017  
(ntZXh) DD-MM-YYYY DD-MM-YYYY



Number of requests received  (gqkgs fpB? gZsoK dh frDsh)	Decisions where applications for information rejected  (c?;b/ fiBKQ nXhB p/BshnK ykoi ehsh rJh )	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act  (nB[;k;Bh ekotkJh ehs/ rJ/ e;/K dk Bzpo)	Number of times various provision were invoked while rejecting requests  (fezB/ tkoh ekotkJh, ;{uBk nfXeko n?eN dh XkokoK B{z p/Bsh ykoi eoB bJh tos'A ehsh rJh )														Total registration fee collected (Rs.)  ( e[Zb ofi;NNo/PB ch; )	Total additional fee collected (Rs.)  ( e[Zb tkX{ ch; )	Total penalty levied & collected (Rs.)  ( e[Zb i[owkBk )
			Relevant Sections of RTI Act 2005  ( ;PuBk nfXeko n?eNF2005 dh ;pzXs XkokoK)																
			Section 8(1)  (XokoK 8 (1)											Others Sections  ( j'o XkokoK )					
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others  (j'oK)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	190	520	-

**FORM -2 ckow^2**

**ANNUAL REPORT FOR THE YEAR 2017 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)**  
**To be submitted by every Administrative Department to SICP ( jo/e gqpzXeh ftGkr d[nkok oki ;{uBk efw;B B{z G/iD bJh )**

Department :

**Economic and Statistical Organisation Punjab.**

(dcso) L

noE ns/ nzeVk ;zrmB, gzikp

Period From:

**01-01-2017 To 31-12-2017**

(ntZXh)

DD-MM-YYYY

DD-MM-YYYY

Sr. No. bVh BzL	Name of Public Authorities with the Department (iBse nEkoNh dk BK)	Public authorities who have filed annual returns (Yes/No) (T[j gpfbe nEkoNh fiBK B/ ;bkBk fog'oN G/ih j? ( jk\$BjhA)	Number of requests received (gqkgs fpB? gZsoK dh frDsh)	Decisions where applications for information rejected ( c?;b/ fiBKQ nXhB p/BshnK ykoi ehshnK rJhnK )	Number of cases where disciplinary action taken against any officer in respect of administration (nB[;k;Bh ekotkJh ehs/ rJ/ e;/K dk Bzpo )	Number of times various provision were invoked while rejecting requests ( fezbh tkoh ekotkJh, ;{uBk nfXeko n?eN dh XkoktK B{z p/Bsh ykoi eoB bJh tos'A ehsh rJh )														Total registration fee collected (Rs.) ( e[Zb ofi;NNo;/B ch; )	Total additional fee collected (Rs.) ( e[Zb tkX{ ch; )	Total penalty levied & collected (Rs.) ( e[Zb i[owkBk )	
						Relevant Sections of RTI Act 2005 ;{uBk nfXeko n?eN 2005 dh ;pzXsa XkoktK )																	
						Section 8(1) ( XkoktK8 (1)											Others Sections (j'o XkoktK)						
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others j'o								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1.	Secretary Planning ( ;eZso, : 'iBk )	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	190	520	-	

**Proforma -A gq'ckowk J/**

**Proforma for maintaining register of details of 1<sup>st</sup> appeals filed before the 1<sup>st</sup> Appellate Authorities- Right to information Act-2005**

( gfjbh n?g'b/N nEkoNh d/ s"o s/ gfjbh nghb dk c?;bk eoB tkb/ gqckowkF okfJN N{ fJBcow/;B n?eN F2005)

Sr. No. bVh BzL	Designation of Public Authority ( b'e nEkoNh dk nj[Zdk)	Designation of 1 <sup>st</sup> Appellate Authorities ( gfjbh n?g'b/N nEkoNh dk nj[Zdk)	Date of Institution of 1 <sup>st</sup> Appeal ( gfjbh nghb dh fwsh )	Date of Decision of 1 <sup>st</sup> Appeal ( gfjbh n?g'b/N nEkoNh d/ c?;b/ dh fwsh )	Reasons if the 1 <sup>st</sup> appeal not decided in time ( i/eo gfjbh nghb dk c?;bk ;w/A f;o BjhA ehsk frnk sK T[; dk ekoD)	Whether the appeal was accepted ( eh nghb ;theko ehsh rJh )	Whether the appeal was rejected ( i/eo nghb ykoi ehsh rJh )
1	2	3	4	5	6	7	8
1	Secretary Planning (;eZso, : 'iBk )	Economic Adviser (nkofEe ;bkjeko)	06-01-2017	03-02-2017		Yes ( jK)	
2	Secretary Planning (;eZso, : 'iBk )	Economic Adviser (nkofEe ;bkjeko)	06-10-2017	23-10-2017		Yes ( jK)	
3	Secretary Planning (;eZso, : 'iBk )	Economic Adviser (nkofEe ;bkjeko)	07-12-2017	14-12-2017		Yes ( jK)	

Monthly Abstract wjhBktko np;No?eN

Month Name ( wjhB/ dk Bkw)	Previous Balance ( fgSbk pekfJnk )	Number of 1 <sup>st</sup> Appeals instituted during the Month ( wjhB/ d"okB gqkgs gfjbh nghb )	Number of 1 <sup>st</sup> Appeals decided during the Month ( wjhB/ d"okB gfjbh nghb dk c?;bk )	Number of 1 <sup>st</sup> Appeals pending ( g?fvzr gfjbh nghbK dh frDsh)	Number of appeals accepted ( ;theko ehshnK rJhnK nghbK dh frDsh)	Number of appeals rejected (ykoi ehshnK rJhnK nghbK dh frDsh)	Number of appeals pending for more than two months ( d' wjhB/ s'A tZX g?fvzr nghbK dh frDsh)
1	2	3	4	5	6	7	8
Jan.2017	-	1	1	-	1	-	-
Oct.2017	-	1	1	-	1	-	-
Dec.2017	-	1	1	-	1	-	-

**Performa-B (gq'ckowk ph)**

**Department:** Economic and Statistical Organisation, Punjab  
 (dcso) L noE ns/ nzeVk ;zrmB, gzikp  
**Period:** 01-01-2017 to 31-12-2017  
 (ntZXh) DD-MM-YYYY DD-MM-YYYY

**Performa for Annual Return of the 1st appeals decided by 1st appellate authorities to the State Information Commission Punjab- Right to Information Act,2005**  
 ( gfjhb n?g'b/N nEkoNh d/ s"o s/ gfjhb nghbK dk c?;bk eoB bJh g'ckowk okJhN N{ fJBcow/;B n?eN, 2005)

1	2	3	4	5	6				7	8	9	10
SN bVh BzL	Designation of Public Authority ( b'e nEkoNh dk nj[Zdk)	Designation of First Appellate Authority (gfjhb n?g'b/N nEkoNh dk nj[Zdk)	Previous Balance ( fgSbk pekfJnk )	Total Number of 1st Appeals Instituted ( gfjhb nghb dkyb j'D dh e[Zb frDsh)	Number of 1st appeals decided ( gfjhb nghbK s/ c?;b/ j'JhnK nghbK dh frDsh				Number of appeals pending ( g?fvzr nghbK dh frDsh)	Number of appeals rejected ( ykoi nghbK dh frDsh)	Number of appeals accepted ( ;theko ehshnK rJhnK nghbK dh frDsh)	Reasons, if the appeals were not decided within time ( i/eo nghbK dk c?;bk ;w/A f;o BjhA ehsk frnk sK T[; d/ ekoB
					Within 30 days ( 30 fdBK d/ ftZu)	Within 45 days ( 45 fdBK d/ ftZu)	More than 45 days ( 45 fdBK s'A tZX ;w/A ftZu)	Total ( e[Zb)				
1	Secretary Planning ( ;eZso, :'iBk )	Economic Adviser (nkofEe ;bkjeko)	-	3	3	-	-	-	-	-	3	Correspondence ( gZso ftjko)

17.4 List of completed schemes / projects / programmes: N.A

17.5 List of schemes/projects/programmes underway NA

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:- NA

17.7 Any other Information:

**Form 'A'**

Form of application for seeking information under the Right to Information Act, 2005

I.D.No \_\_\_\_\_  
(For official use)

**To**  
**The Public Information Officer,**  
**Authority Name**  
**City**

- 1. Full Name of the Applicant \_\_\_\_\_
- 2. Father's/Spouse's name \_\_\_\_\_
- 3. Permanent Address \_\_\_\_\_
- 4. Correspondence Address \_\_\_\_\_
- 5. Particulars of information required
  - a. Subject matter of information\*: \_\_\_\_\_
  - b. The period to which the information relates\*\* \_\_\_\_\_
  - c. Specify details of information required \_\_\_\_\_
  - d. Whether information is required by post or in person \_\_\_\_\_  
(The actual postal charges shall be included in providing information)
  - E. In case by post (Ordinary, Registered or Speed post.) \_\_\_\_\_
- 6. Is this information not made available by the Public Authority under voluntary disclosure?  
\_\_\_\_\_

- 7. Do you agree to pay the required fee? \_\_\_\_\_
- 8. Have you deposited application fee? (If yes, details of such deposit)  
\_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?  
Place : .....  
Date : .....

Full Signature of the applicant and Address  
E-mail address, if any.....  
Tel. No. (Office).....  
(Residence).....

Note: -(i) Reasonable assistance can be provided by the competent authority in filling up the Form A.  
(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

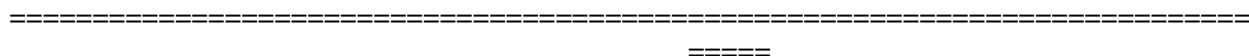
**ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No \_\_\_\_\_ Dated: \_\_\_\_\_

- 1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
- 2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
- 3. The applicant is advised to contact Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.
- 4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
- 5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the  
Public Information Officer  
PICT

Dated.....  
E-mail address: \_\_\_\_\_  
Web-site: \_\_\_\_\_  
Tel. No : \_\_\_\_\_



**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

Date: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the  
Undersigned regarding supply of information on \_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and,  
Therefore, your application is being referred herewith to Shri \_\_\_\_\_

3 This is supersession of the acknowledgement given to your on \_\_\_\_\_

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====

**Form 'C'**  
**Rejection Order**  
[See rule 8&9]

From \_\_\_\_\_

Dated: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====



**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

ID No.	Name and Address of Applicant	Date of Receipt of Application on Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt	Recp no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

**18 Publish all relevant facts while formulating important policies or Announcing the decisions which affect public:**

NA

**19 Provide reasons for its administrative or quasi-judicial decisions to affected persons**

NA