

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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1st 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.

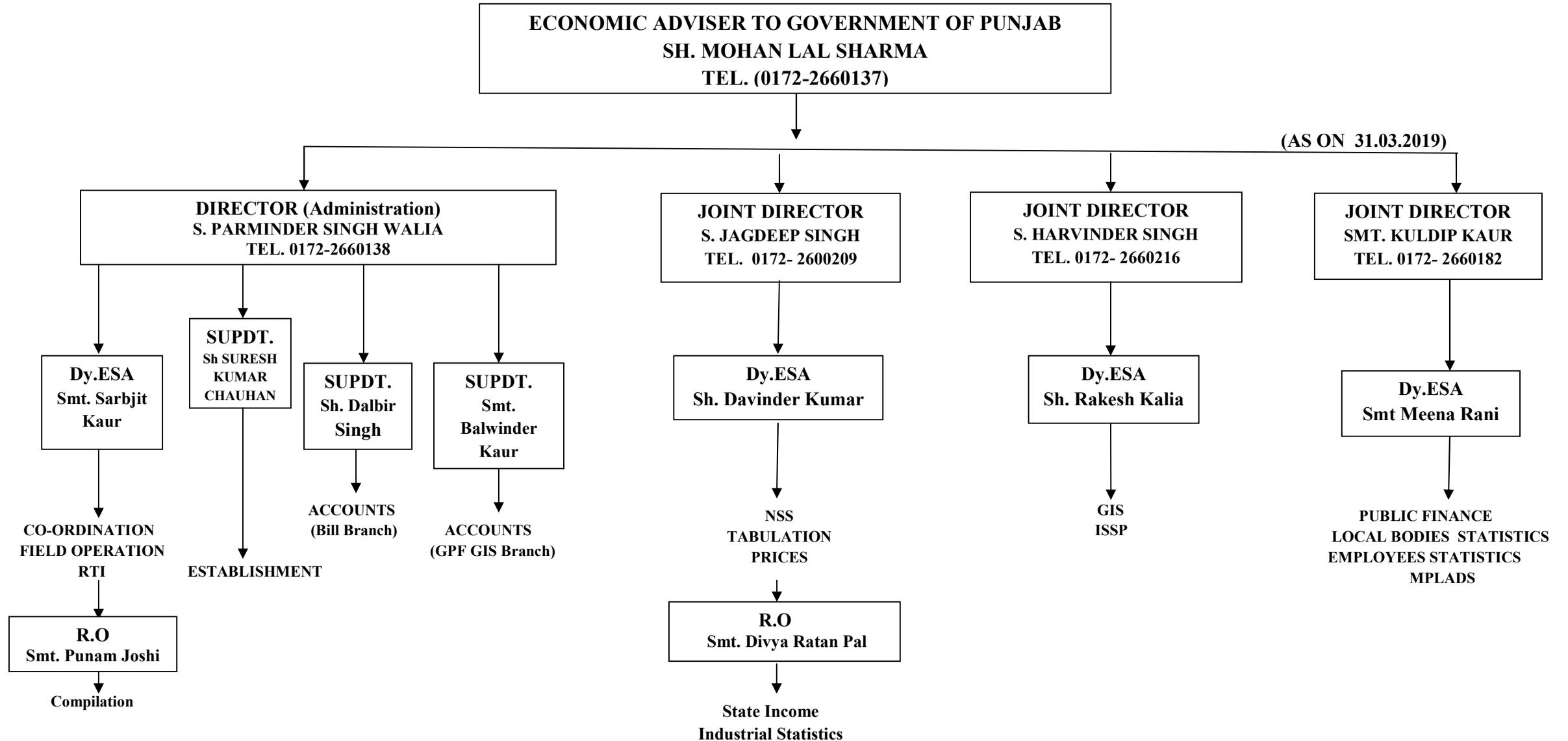
1.4 Functions and duties:

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)	Economic Adviser	Economic Adviser 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)	Director (Admn.)	Director (Admn.) has been delegated some administrative powers by Economic Adviser to run the office smoothly .
3)	Joint Directors	Joint Directors provide tips of desired guidance in day to day research work on matters relating to economic and statistical issues.
4)	Deputy Economic and Statistical Advisers	Deputy Economic and Statistical Advisers and Research Officers supervise the analysis of data and preparation of reports/publications.
5)	Research Officer	Research Officer supervise the analysis of data and preparation of reports/publications.
6)	District Statistical Officers	District Statistical Officers supervise the statistical works at district level.
7)	Assistant Research Officers	Assistant Research Officers are mainly responsible for analysis and interpretation of data, tabulation of data and prepare reports/publications.
8)	Statistical Assistants	Statistical Assistants scrutinize the data collected by investigators and that data is included in different reports/ publications.
9)	Investigators	Investigators 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

S.no	Designation	Powers & Duties
1	Senior Assistant -I	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.
2	Senior Assistant-II	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
3	Senior Assistant-III	<ol style="list-style-type: none"> 1. General Circulars and Instructions. 2. All returns/reports. 3. Meeting of Audit/Inspection committee. 4. Work related to inspection of D.S.O.offices and inspections etc. 5. Cases concerning to training, seminar, conferences etc.
4	Senior Assistant I-IV	<ol style="list-style-type: none"> 1. Work relating to treasury/cashier. 2. Supervision of care taker. 3. Staff of Group-4 and Drivers.
5	Senior Assistant-V	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.
6	Senior Assistant-VI	Work related to all Investigator staff concerning court cases.
7	Senior Assistant-VII	<ol style="list-style-type: none"> 1. Work concerning accommodation for office, getting, permission of Honorarium. 2. Court cases related to these matters. 3. All work concerning the staff Data Entry Operator. 4. Work concerning of Electricity, water, and telephone.
8	Senior Assistant-VIII	Plan and Non Plan Budget of the Department and related court cases as well.
9	Senior Assistant-IX	<ol style="list-style-type: none"> 1. Work concerning traveling /contingency bills and traveling programme. 2. Medical bills. 3. Preparation of outlay (expenditure) report of the department. 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.

10	Senior Assistant-X	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.
11	Senior Assistant-XI	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.
12	Senior Assistant-XII	<ol style="list-style-type: none"> 1. All work concerning G.I.S. 2. Department work related to permission of L.T.C./Advances and issues of identity cards to staff. <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>	
Group-A Posts			
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
Sub-total Group-A (i to vii)	94		
Group-B posts			
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. Astt.	27	10300-34800	4400
vii. Senior Scale Stenographer	4	10300-34800	4400
Sub Total Group-B posts (i to vii)	251		
Group-C posts			
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
Sub-total Group-C (i to ix)	380		
Group-D posts			
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
Sub-total Group-D (i to iv)	104		
Grand Total (Group A+B+C+D)	829		

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

Service Rules of Economic & Statistical Organisation are available:

www.espb.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 28th 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 accept 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 on 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_____

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

S.no	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
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"> 1. Punjab Economic & Statistical Organisation (State Service Class-I) First Amendment a. Rules 1986. 2. Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963. 3. Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986. 4. Punjab State (Class-IV) Rules 1963 as amended from time to time. 5. Punjab Civil Services General & Common Conditions of Service Rules, 1994. 6. Punjab Civil Services Vol. I Part I 7. Punjab Civil Services Vol. I Part II 8. Punjab Civil Services Vol. I Part III 9. Punjab Financial Rules 10. Punjab Budget Manual 11. Standing Orders of the Department 12. Manual of Instructions and service matters printed by the Personnel Department from time to time 13. Manuals of Instructions on financial matters printed by the Finance Department. 14. Manual of Instructions on Reservation Policy printed by Welfare Department. 15. Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners. 16. Rules of Business of Govt. of Punjab /Allocation of Business Rules. 17. Regulations and Instructions governing the work of Economic & Statistical Organisation, Punjab. 18. Manual of Instructions regarding reservation of ex-servicemen. 	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

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

Published by Authority

CHANDIGARH, MONDAY, NOVEMBER 28, 2005

(AGRAHAYANA 7, 1927 SAKA)

LEGISLATIVE SUPPLEMENT

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

Price: Rs. 2.70

(AGHN.7,1927 SAKA)

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28th 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 22nd 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.

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

(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

S.no	Name of the Board/Council/committee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
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 5th 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 th of total members to be elected			1/5 th 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	Ferozpur	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 1/5th number of members are to be nominated by the State Government. For the 4/5th 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 5th 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.

9th Manual: Directory of Officers and employees

9.1 Name and designation

Headquarter- Chandigarh						
Economic Adviser						
1	Mohan Lal Sharma, Economic Adviser	H. No. 48, Young Dweller Society, Sector 49-A, Chandigarh	01722660137	7589000014	e.advi@punjab.gov.in	
Director						
2	Parminder Singh, Director	H. No. 2074, Sector -27 C, Chandigarh	01722660138	9855850081	dir1.eso@punjab.gov.in	
Joint Director						
3	Jagdeep Singh, Joint Director	H. No . 2870/C, Sector 42-c, Chandigarh	01722600209	9815995021	jointdir2.eso@punjab.gov.in	
4	Harvinder Singh, Joint Director	H. No 450-A, Sector 61 , Chandigarh	01722660216	9779089450	jointdir1.eso@punjab.gov.in	
5	Kuldeep Kaur, Joint Director	H. No. 2873/A, Sector 42-C, Chandigarh	01722660182	9646732002	jointdir3.eso@punjab.gov.in	
Deputy Economic and Statistical Adviser						
6	Devinder Kumar, Deputy Economic and Statistical Adviser	# 55,Golden City Mundi Kharar		9914052826		
7	Rakesh Kumar Kalia, Deputy Economic and Statistical Adviser	#832 Sector78 SAS NAGAR		9417402236	kaliarakesh1960@gmail.com	
8	Meena Rani, Deputy Economic and Statistical Adviser	H.NO. 3177, Sector 37-D, Chandigarh		9463654637	compilationeso@gmail.com	
9	Sarabjit Kaur, Deputy Economic and Statistical Adviser	H.No. 1022, Sunny Enclave, Kharar		9646169372	sarb_sarao3@yahoo.in	
Research Officer						
10	Miury, Research Officer	H.No. HM- 358, Phase 9, SAS Nagar		9876066358		
11	Punam Joshi, Research Officer	H.NO. 1831/1, Ph 10, Housefed Complex, SAS Nagar		9463837025	punammehta24@gmail.com	
12	Divya Ratan Pal, Research Officer	H.No 826, Sector 78, SAS Nagar		9855711059	divyarp83@yahoo.in	

Superintendent Grade I						
13	Suresh Kumar Chauhan, Superintendent Grade I	C/o Sh. Jagan Nath, Near Dhillon Resorts, Nayagaon, SAS Nagar		9041988612	supdtesteso@gmail.com	
Assistant Research Officers						
14	Sunita Prabhakar, Assistant Research Officers	H.NO. 2161, Sector 44-C, Chandigarh		9417366342		
15	Satwinder Kaur, Assistant Research Officers	H.No. 221/A, Sector 51-A, Chandigarh		9814853053		
16	Sita Ram, Assistant Research Officers	H.No 2259, Sector 23-C, Chandigarh		9878293675		
17	Prem Kumar, Assistant Research Officers	H.No.13,GD Rail Vihar Sector 4,Mansa Devi Complex PKI		9781297944		
18	Punam Gupta, Assistant Research Officers	H.NO. 2216/50 C, PEPSU Society, Chandigarh		9915839949	punamguptaeso@gmail.com	
19	Gurminder Kaur, Assistant Research Officers	H.No. 10, Phase 6, SAS Nagar		9464395385	gurmovi1972@gmail.com	
20	Sukhwinder Singh, Assistant Research Officers	H.NO. 692, Sector 59, SAS Nagar		9855571070	shukhiinval@yahoo.in	
Superintendent Grade-II						
21	Balwinder Kaur, Superintendent Grade-II	H.NO. 5082/2, Cat.-III, Mani Majra, MHC,.		9417512373	assttesteso@gmail.com	
22	Dalbir Singh, Superintendent Grade-II	#1126 ManiMajra Gobindpura		9988164878		
Statistical Assistant						
23	Jaswinder Kaur, Statistical Assistant	H.No. 2367, Sector 20-C, Chandigarh		9915951285		
24	Kuljeet Singh, Statistical Assistant	H.No. 1197, Sector 23-B, Chandigarh		9988202078	kuljit119723@gmail.com	
25	Mukta Passi, Statistical Assistant	H.no. 2102, Sector 20, Jalvayue Vihar Panchkula		9872746033		
26	Amanjot Kaur, Statistical Assistant	H.No. 2533, Phase 11, SAS Nagar		9855523602		
27	Harish Kumar, Statistical Assistant	H.No. 30, Harmilap Nagar, Phase 2, Baltana, Zirakpur	9878126440	9878126440		

28	Harbhajan Kaur, Statistical Assistant	H.NO. 1482/B, Sector 61, Chandigarh		8196058999		
29	Pushpinder kumar, Statistical Assistant	# 2217/3 Sector-45c chandigarh		9463689320		
30	Santosh Kumari, Statistical Assistant	H.No 4654, Sector 70, SAS Nagar		9780732659		
31	Tarsem singh, Statistical Assistant	# 1894 Sector 34D Chandigarh		9815238213		
32	Satkiran Lilly Bhullar, Statistical Assistant	H.No. 2143, Sector 40-C, Chandigarh		8699713760		
Senior Assistant						
33	Rakesh Kumar, Senior Assistant	H.No 842, Phase 10, SAS Nagar		9463594403		
34	Radha, Senior Assistant	H.NO. 5, Sector 28 A, Chandigarh		9814524754		
35	Chand Kiran, Senior Assistant	H.No. 877/8, Moh. Loharan Wala, Dera Bassi		9814974742	chandkiran40@yahoo.com	
36	Harminder Singh, Senior Assistant	H.No. 48, W. No. 12, Dera Bassi, SAS Nagar		9855181898		
37	Jaswinder Kaur D O Sham Singh, Senior Assistant	H.No. HM 346, Phase 9, SAS Nagar		9781993347	jaswinder1908@gmail.com	
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39	Shashi Bala, Senior Assistant	H.No. 1163, Sector 43 B, Chandigarh		9815990256	shashibala2968@gmail.com	
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4	Neena tangri, Statistical Assistant	Urban State Dugri Ludhiana	01612427243	9815703759	dy.esaludhiana@ya hoo.com	
Senior Assistant						
5	Upinder kaur, Senior Assistant	61-A Sant enclave Dhandra Road Dugri Ludhiana	01612427243	8054014735	dy.esaludhiana@ya hoo.com	
Junior Assistant						
6	Santokh singh, Junior Assistant	Vill.Mandiani Sub.teh Mullanpur Dakha Ludhiana	01612427243	9988851616	dy.esaludhiana@ya hoo.com	
7	Ravinderpal singh, Junior Assistant	VPO Jassowal Teh ludhiana Distt. Ludhina	01612427243	9417716067	dy.esaludhiana@ya hoo.com	
8	Harninder kaur, Junior Assistant	H. No 8B Officers Hostel Near Fountain Chownk Civil Line Ludhiana	01612427243	8054019450	Dy.esaludhiana@y ahoo.com	
Investigator						
9	Jyoti, Investigator	H.No. 6700 St.No.2, New Hargobind Nagar Ludhiana	01612427243	7696271070	dy.esaludhiana@ya hoo.com	
10	Pinki jagdev, Investigator	H.No.50 Sant Enclave Dhandra Road Dugri	01612427243	8146087600	dy.esaludhiana@ya hoo.com	
Data Entry operator						
11	Sukhraj kaur, Data Entry operator	2867A CRPF Colony dugri Ludhiana	01612427243	9988851677	dy.esaludhiana@ya hoo.com	
12	Harjit kaur, Data Entry operator	H.No.3093-A Gurdev Nagar Malhar Road Ludhiana	01612427243	9988694318	dy.esaludhiana@ya hoo.com	
Head Peon						
13	Gurmukh singh, Head Peon	C/o Satnam Singh Satti, Gali No.2,Dharam Kanda New vijay Nagar, Tajpur Road PO Jodhewal Basti Ludhiana	01612427243	9815592987	dy.esaludhiana@ya hoo.com	

Peon Sweeper cum Chowkidar						
14	Surinder kumar, Peon Sweeper cum Chowkidar	Surinder Kumar C/O Ram janak Yadav Dev Nagar Pakhawal road Ludhiana	01612427243	7696924824	dy.esaludhiana@ya hoo.com	
11. Mansa						
Deputy Economic and Statistical Adviser						
1	Paramjeet singh, Deputy Economic and Statistical Adviser	Dasmesh Avenu, Gali no 5 Sangrur	8146597700	9417022485	dyesa_mansa@yah oo.co.in	
Junior Assistant						
2	Kamaljeet singh, Junior Assistant	Vill- Tibba distt Sangrur	9781429203	9781429203	dyesa_mansa@yah oo.co.in	
Investigator						
3	Varinder kumar, Investigator	new court road	9256047874	9464328556	dyesa_mansa@yah oo.co.in	
12. Moga						
Research Officer						
1	Sh Surinder Kumar, Research Officer	194/8, Friends Colony, Near D.A.V. College, Jalandhar City	01636238330	9465593655	desamoga@hotmai l.com	016362383 30
Statistical Assistant						
2	Arsal Singh, Statistical Assistant	H.No. 1836, Ward No. 1, St. No.11, Suraj Nagar, Amandeep Avenue, Moga	01636238330	9780002242	desamoga@hotmai l.com	
3	Ashu Kumar, Statistical Assistant	H. No.904, St. No. 1, Guru Nanak Nagar, Back Side Geeta Bhawan Moga	01636238330	9855727617	desamoga@hotmai l.com	
Steno Typist						
4	Surinder Singh, Steno Typist	Jujhar Nagar, Gali No. 1, H.No. 391, Moga	01636238330	9646769455	desamoga@hotmai l.com	
Junior Assistant						
5	Poonam, Junior Assistant	Desmesh Nagar, Tanki Wali Gali No. 6, Moga	01636238330	8427100836	desamoga@hotmai l.com	
Investigator						
6	Shivdeep Goyal, Investigator	RAJINDRA ESTATE H.NO. 477 BLOCK B MOGA	01636238330	9501200817	desamoga@hotmai l.com	
Data Entry operator						
7	Varjinder Kaur, Data Entry operator	House # 290/A, Shahid Bhagat Singh Colony, Basti Gobindgarh, Moga	01636238330	9501019103	desamoga@hotmai l.com	016362383 30
13. Sri Muktsar Sahib						
Statistical Assistant						
1	Hapral singh, Statistical Assistant	Friend colony ,street No.2 old fazilka road ,abohar,distt fazilka	01633241453	9876560065	dyesa_muksar@y ahoo.co.in	

Investigator						
2	Ranjeet singh, Investigator	v.p.o nizamdin wala block makhu, distt firozpur	01633241453	9914163213	dyesa_muksar@y ahoo.co.in	
Peon Sweeper cum Chowkidar						
3	Rajpal singh, Peon Sweeper cum Chowkidar	v.p.o buttersharih block gidderbaha distt. sri muksar sahib	01633241453	8699200326	dyesa_muksar@y ahoo.co.in	
14. SBS Nagar						
Deputy Economic and Statistical Adviser						
1	Naresh kumar, Deputy Economic and Statistical Adviser	106/13 maduban colont raj nagar kapurthla road jalandhar		9814716670		
Statistical Assistant						
2	Surinder Singh, Statistical Assistant	Mohalla Khosla,Rahon Distt.SBS NAGAR	01823223090	9465861329	dy_esa_nsr@yaho o.co.in	018232230 90
3	Jaswant Singh, Statistical Assistant	Near Punjab& Sindh Bank Railway Road,Banga,Distt. SBS NAGAR	01823223090	8146676703	dy_esa_nsr@yaho o.co.in	018232230 90
Junior Assistant						
4	Tajinder pal singh, Junior Assistant	34/1 Guru nanak colony TT road Amritsar	9779711554	9779711554		
Investigator						
5	Gurinder Badhan, Investigator	VPO.Behram,Tehs il Banga,Distt.SBS NAGAR	01823223090	9815645771	dy_esa_nsr@yaho o.co.in	018232230 90
Peon Sweeper cum Chowkidar						
6	Himmat Kumar, Peon Sweeper cum Chowkidar	Ward No.13,VPO Mahilpur,Hoshiarp ur	01823223090	9876487537	dy_esa_nsr@yaho o.co.in	018232230 90
15. Patiala						
Deputy Economic and Statistical Adviser						
1	Naresh Kumar, Deputy Economic and Statistical Adviser			9814716670		
Statistical Assistant						
2	Jaswinder Kaur, Statistical Assistant	VPO Sidhuwal Distt. Patiala		8556866006		
3	Amardeep Kaur, Statistical Assistant	# 648-B St. No. 16 Old Bishan Nagar, Patiala		9914531851		
Senior Assistant						
4	Jagdeep Singh, Senior Assistant	# c-31 ranjit Nagar Bhadson Road Patiala		9872839343		
Junior Assistant						
5	Charanjit Singh, Junior Assistant	# 290 Ghuman Nagar-A Sirhand Road Patiala		8699734370		
6	Jagjit Kaur, Junior Assistant	# 65 Rehmat Niwas Anand Nagar-A (Ext.) Patiala		9872203279		

Clerk						
7	Gurkirpal Singh, Clerk	# 52-A DLF Colony Patiala		9815489098		
Investigator						
8	Hemant Kumar, Investigator	# 149 Anand Nagar-A(Ext.) Patiala		9876033700		
9	Bikramjit Singh, Investigator	# 648-B St. No. 16 Old Bishan Nagar Patiala		9814729977		
10	Harpreet Kaur, Investigator	Vill. Kakra PO Bhawanigarh Distt. Sangrur		7529888817		
Data Entry operator						
11	Gurwinder Kaur, Data Entry operator	# 59/9 Guru Nanak Nagar Patiala		9914023425		
12	Iqbal Singh, Data Entry operator	# 146-C Punjabi Bagh Patiala		9417700146		
Driver						
13	Gurcharan Singh, Driver	VPO Badbar Teh. & Distt. Barnala		9876810153		
Peon Sweeper cum Chowkidar						
14	Ram Lubhaya, Peon Sweeper cum Chowkidar	#26 Ranjit Bagh Patiala		9876057810		
15	Gurpreet Singh, Peon Sweeper cum Chowkidar	VPO Daun Khurd Distt. Patiala	09915679824	9915679824		
16. Rupnagar						
Statistical Assistant						
1	Karnail singh, Statistical Assistant	VILLAGE DAROLI UPPER, TEHSIL SHRI ANANDPUR SAHIB, DISTRICT RUPNAGAR	01881220528	9463822606	dyesaropar@yahoo .co.in	
Senior Assistant						
2	Balbir chand, Senior Assistant	VPO RATTEWAL, TEHSIL BALACHAUR DISTRICT S.B.S. NAGAR	01881220528	9915078564	BALBIRCHAND193 62@GMAIL.COM	
Investigator						
3	Navdeep kaur, Investigator	VPO DHANOURI TEHSIL SHRI CHAMKOUR SAHIB, DISTRICT RUPNAGAR	01881220528	9914645738	dyesaropar@yahoo .co.in	
4	Harmit kaur, Investigator	H.NO.1433, PHASE 10 MOHALI	01881220528	8054427631	dyesaropar@yahoo .co.in	
5	Sukhvir singh, Investigator	VILLAGE BASSI, TEHSIL SHRI ANANDPUR SAHIB, DISTRICT RUPNAGAR	01881220528	9463448823	dyesaropar@yahoo .co.in	
Data Entry operator						
6	Ajaib singh, Data Entry operator	VPO SANETA, TEHSIL AND DISTRICT S.A.S.NAGAR	01881220528	9878256165	dyesaropar@yahoo .co.in	
7	Iqbaljit singh, Data Entry operator	H.NO. 638, GIANI ZAIL SINGH, ROPAR	01881220528	9417803638	dyesaropar@yahoo .co.in	

Peon Sweeper cum Chowkidar						
8	Sampuran singh, Peon Sweeper cum Chowkidar	h.no.44, gARDEN COLONY, WARD NO.13 RUPNAGAR	01881220528	9915480717	dyesaropar@yahoo.co.in	
9	Ashok kumar, Peon Sweeper cum Chowkidar	H.NO.634, BALMIK MOHALA, RUPNAGAR	01881220528	9815784965	dyesaropar@yahoo.co.in	
10	Balwinder Singh, Peon Sweeper cum Chowkidar	VILLAGE SHAMPURA, TEHSIL AND DISTRICT RUPNAGAR	01881220528	9855577010	dyesaropar@yahoo.co.in	
District Statistical Officers						
11	Harmesh kumar, District Statistical Officers	VPO KAGNA BET, TEHSIL BALACHAUR, DISTRICT S.B.S. nAGAR	01881220528	9464235957	dyesaropar@yahoo.co.in	
17. Sangrur						
Assistant Research Officers						
1	Raj Kumar, Assistant Research Officers	Dhuri Gate Phirni Road Sangrur	01672235172	9815402697	desa_sgr@yahoo.co.in	01672235172
Statistical Assistant						
2	Karanjit Singh, Statistical Assistant	House No. 30-B, Nabha Gate Sangrur	01672235172	9814826017	desa_sgr@yahoo.co.in	01672235172
Senior Assistant						
3	Vijay lakshmi, Senior Assistant	Patiala		9041872500		
Steno Typist						
4	Gurjeet Kaur, Steno Typist	Dashmesh Avenue Sangrur		8729021600		
Junior Assistant						
5	Sukhwinder Singh, Junior Assistant	VPO Namol District Sangrur	01672235172	9501250022	desa_sgr@yahoo.co.in	01672235172
Investigator						
6	Manpreet Singh, Investigator	VPO Uppli Teh. and District Sangrur	01672235172	9914045262	desa_sgr@yahoo.co.in	01672235172
7	Sandeep Rani, Investigator	Haripura road Near Bansal Hospital Sangrur	01672235172	9781745143	desa_sgr@yahoo.co.in	01672235172
8	Ashwani Kumar, Investigator	Patran		9988912008		
Data Entry operator						
9	Iqbal singh, Data Entry operator	146-C, Punjabi Bagh, Patiala	01672235172	9417700146	desa_sgr@yahoo.co.in	01672235172
Peon Sweeper cum Chowkidar						
10	Sandeep Singh, Peon Sweeper cum Chowkidar	VPO Ghorenab, Teh. Lehra District Sangrur	01672235172	8146858042	desa_sgr@yahoo.co.in	01672235172
18. SAS Nagar (Mohali)						
Deputy Economic and Statistical Adviser						
1	Devinder Kumar Additional Charge, Deputy Economic and Statistical Adviser	#-55 Golden City Mundi Kharar Distt.SAS nagar	01722219556	9914052826	dyesasasnagar@yahoo.com	

Investigator						
2	Beant Singh, Investigator	VPO Dhanauri Teh.Chamkaur Sahib District Roopnagar	01722219556	9779392909		
Data Entry operator						
3	Sukhwinder singh, Data Entry operator	VPO Cholta Khurd Teh.Kharar Distt SAS Nagar	01722219556	9876722218	dyesasasnagar@ya hoo.com	
Head Peon						
4	Jagga singh, Head Peon	House No.235 Guru nanak Colony Banur Distt SAS Nagar	01722219556	9814845729	dyesasasnagar@ya hoo.com	
19. Barnala						
Deputy Economic and Statistical Adviser						
1	Parminder Kaur, Deputy Economic and Statistical Adviser	house no.47A manjeet nagar gali no 5 bhadson road patiala.	1679243232	9463034157	dyesabnl@gmail.co m	
Junior Assistant						
2	Kuldip Kaur, Junior Assistant	h.no.9 krishna Enclave barnala	1679243232	9417504526	dyesabnl@gmail.co m	
Investigator						
3	Sukhmeet Singh, Investigator	vill nimwala mour teh.tapa po sukhpura dist barnala	01679243232	9915130640	dyesabnl@gmail.co m	
Head Peon						
4	Rashpal singh, Head Peon	c/o satpal h.no,B/1772 hatta nariyan singh wala barnala	01679243232	9878684852	dyesabnl@gmail.co m	
20. Tarn Taran						
Deputy Economic and Statistical Adviser						
1	Amandeep Singh, Deputy Economic and Statistical Adviser	Gali man Singh, Amritsar Road, Tarn taran		9814259740		
Assistant Research Officers						
2	Gurinder Singh, Assistant Research Officers	Mohalla Guru ka Khoo, Tarn Taran		9888100198		
Statistical Assistant						
3	Sukhwinder Kaur, Statistical Assistant	VPO Chheharta Distt.Amritsar		9915432598		
4	Rajbir Kaur, Statistical Assistant	VPO Felo Ke Distt.Tarn Taran		9914799947		
Junior Assistant						
5	Kamalpreet Kaur, Junior Assistant	H. No. 19B, New Golden Avenue, Amritsar		9463323883		
Investigator						
6	Navdeep Kaur, Investigator	VPO Kurivalah Distt.Tarn Taran		9463447150		
7	Gurpreet Singh, Investigator	Vill. Mughalwala, Tehsil Patti, Distt. Tarn Taran		8146990472		
8	Parmjeet Kaur, Investigator	VPO Khukar Pura Tehsil Patti Distt. Tarn Taran		8288843424		

Peon Sweeper cum Chowkidar						
9	Bhag Singh, Peon Sweeper cum Chowkidar	VPO Bhai Ladhu Tehsil Patti Distt.Tarn Taran		9464758092		
10	Kimarjeet Kaur, Peon Sweeper cum Chowkidar	H. No. 2140, Gilwali Gate, Gujjarpura, Tehsil and distt. amritsar		8054611845		
11	Kamal Kaur, Peon Sweeper cum Chowkidar	VPO Louka Tehsil Patti Distt.Taran Taran		9872801090		
21. Fazilka						
Deputy Economic and Statistical Adviser						
1	Ravinder pall dutta, Deputy Economic and Statistical Adviser	# 426 Street no. 4 Vijay Nagar Hoshiarpur	01638260292	9876166091	Dyesafazilka@yaho o.com	
Statistical Assistant						
2	Harpal Singh, Statistical Assistant	Friend colony Street no. 2 Abohar	01638260292	9876560065	dyesafazilka@yaho o.com	
22. Pathankot						
Deputy Economic and Statistical Adviser						
1	Charanjeet singh, Deputy Economic and Statistical Adviser	H.No.17-A Rani ka Bagh Near Shivala Mandir Amritsar	01862345100	9779779288	dyesapathankot@y ahoo.com	
Assistant Research Officers						
2	Raj kumar, Assistant Research Officers	VPO Khanpur chowk Pathankot	01862345100	9464866668	dyesapathankot@y ahoo.com	
Junior Assistant						
3	Parveen kumar, Junior Assistant	B-6 Officer Colony Pathankot	01862345100	8558913139	dyesapathankot@y ahoo.com	

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 31.3.19)

Sr. No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
Headquarter- Chandigarh					
Economic Adviser					
1	Mohan Lal Sharma	37400-67000	49770	8800	159903
Director					
2	Parminder Singh	15600-39100	43230	8400	130687
Joint Director					
3	Jagdeep Singh	15600-39100	39840	7800	120673
4	Harvinder Singh	15600-39100	43100	7800	139543
5	Kuldeep Kaur	15600-39100	38820	7800	118113
Deputy Economic and Statistical Adviser					
6	Sarabjit Kaur	15600-39100	26750	5400	88554
7	Rakesh Kumar Kalia	15600-39100	33550	6600	112310
8	Meena Rani	15600-39100	26720	5400	88470
9	Devinder Kumar	15600-39100	30120	6600	102980
Research Officer					
10	Punam Joshi	15600-39100	20990	5400	70343
11	Miury	15600-39100	25190	5400	84311
12	Divya Ratan Pal	15600-39100	22280	5400	74020
Superintendent Grade I					
13	Suresh Kumar Chauhan	15600-39100	26330	5400	83317
Assistant Research Officers					
14	Punam Gupta	10300-34800	20430	4600	68990
15	Sukhwinder Singh	10300-34800	21060	4600	70703
16	Prem Kumar	10300-34800	20330	4600	68718
17	Sunita Prabhakar	10300-34800	20380	4600	68553
18	Satwinder Kaur	10300-34800	19550	4400	66598
19	Sita Ram	10300-34800	15680	4600	52813
20	Gurminder Kaur	10300-34800	17070	4600	59853
Superintendent Grade-II					
21	Balwinder Kaur	10300-34800	23140	4800	77912
22	Dalbir Singh	10300-34800	25310	4800	83605
Statistical Assistant					
23	Harbhajan Kaur	10300-34800	20170	4400	67740
24	Santosh Kumari	10300-34800	19490	4400	65890
25	Satkiran Lilly Bhullar	10300-34800	14630	4400	52673
26	Tarsem Singh	10300-34800	13020	4400	48293
27	Pushpinder kumar	10300-34800	17620	4400	60803
28	Harish Kumar	10300-34800	13020	4400	48293
29	Mukta Passi	10300-34800	14090	4400	51205
30	Amanjot Kaur	10300-34800	13020	4400	48293

31	Jaswinder Kaur	10300-34800	13020	4400	45635
32	Kuljeet Singh	10300-34800	14090	4400	47322
Senior Assistant					
33	Jaswinder Kaur D O Sham Singh	10300-34800	21400	4400	71683
34	Harminder Singh	10300-34800	17300	4400	60743
35	Inderjit Kaur	10300-34800	21960	4400	67670
36	Rakesh Kumar	10300-34800	22250	4400	73996
37	Radha	10300-34800	18790	4400	64587
38	Chand Kiran	10300-34800	20500	4400	69016
39	Satish Kumar	10300-34800	17700	4400	56980
40	Shashi Bala	10300-34800	20660	3800	69671
Senior Scale Stenographer					
41	Harbans Singh	10300-34800	23340	4400	76959
Junior Scale Stenographer					
42	Krishna Devi	10300-34800	22070	3600	71181
43	Usha Peepat	10300-34800	20660	3800	68099
44	Satnam Singh	10300-34800	21400	3800	69901
Steno Typist					
45	Jaswinder Kaur D O Balwant Singh	10300-34800	20660	3800	62652
Junior Assistant					
46	Kulwinder Singh	10300-34800	14510	3600	50451
47	Harwinder Singh	10300-34800	13660	3600	48040
48	Dilbag Singh	10300-34800	14720	3600	51191
49	Saroj Bala	10300-34800	13660	3600	25903
50	Mandeep Singh	10300-34800	14720	3600	51191
51	Parma Nand	10300-34800	15050	3600	46803
52	Randhir Kaur	10300-34800	14720	3600	51191
Clerk					
53	Anil Kumar	10300-34800	10790	3200	36379
54	Kanwaljit Kaur	10300-34800	13940	3200	44283
55	Rahul Kalra	10300-34800	13660	3600	44684
56	Jagdish Kumar	10300-34800	13540	3200	43279
57	Sujata Goel	10300-34800	13940	3200	47862
58	Kulbir Singh	10300-34800	15230	3200	51391
59	Charanjit Kaur	4900-10680	9110	1650	25986
60	Sandeep Singh	10300-34800	12600	3200	44238
61	Gurbinder Singh	10300-34800	13940	3200	47862
62	Sanjeev Kumar	10300-34800	13550	3200	43305
63	Kanwal Jit	10300-34800	10300	3200	35003
Investigator					
64	Kulwinder Kaur	5910-20200	11320	1950	37345
65	Manjeet Kaur	4900-10680	11940	2000	39064
66	Nancy	5910-20200	8070	1950	28371
67	Rajwinder kaur	4900-10680	11940	2000	39189
68	Amanpreet Kaur	5910-20200	11590	1950	38081
Driver					
69	Amandeep Singh	5910-20200	10540	2400	37900
70	Balwinder Singh	5910-20200	14170	2800	48881
Head Peon					
71	Vijay Kumar	4900-10680	14720	1900	46638
Peon Sweeper cum Chowkidar					
72	Kamla Pati Gautam	4900-10680	14010	1900	36389
73	Raman Kumar	4900-10680	10200	1650	26807
74	Gursevak Singh	4900-10680	10200	1650	26807

75	Gurjeet Ram	4900-10680	9920	1650	26104
76	Gourav Parmar	4900-10680	7610	1650	21906
77	Haramrit Singh	4900-10680	6320	1300	21932
78	Rajinder Singh	4900-10680	16190	1900	42070
79	Prema	4900-10680	14360	1900	37266
80	Sandeep Kumar Gupta	4900-10680	15810	1900	44226
81	Manjit Singh	4900-10680	6810	1650	24217
82	Sukhdev Singh	4900-10680	9900	1650	26807
83	Jagdish Rai	4900-10680	16720	1900	45978
84	Vishvajeet	4900-10680	15080	1900	39073
85	Balwinder Singh	4900-10680	13320	1900	34657
86	Ravinder Singh	4900-10680	9110	1650	25986
87	Harparnam	4900-10680	16170	1900	42210

Sr. No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
1. Amritsar					
Assistant Research Officers					
1	Sadhna Sharma	10300-34800	18980	4600	65046
2	Sandeep kumar	10300-34800	15230	4600	54849
Statistical Assistant					
3	Parminder singh	10300-34800	14090	4400	51205
4	Amarpal kaur	10300-34800	14090	4400	51205
5	Niamat singh	10300-34800	14810	4400	53163
Senior Assistant					
6	Davinder kaur	10300-34800	17710	4400	61649
Junior Assistant					
7	Neelam kumari	10300-34800	14720	3600	47324
8	Narinder singh	10300-34800	12950	3200	45172
9	Asha rani	10300-34800	13660	3600	48289
Investigator					
10	Sukhcharanjit singh	4900-10680	11520	2000	38027
11	Amandeep singh	5910-20200	10910	2050	34766
12	Kawaljit kaur	5910-20200	11520	2150	31070
13	Baljit kaur	5910-20200	10910	2050	35586
14	Simarjit Kaur	5910-20200	10910	2050	35449
15	Gurdial singh	5910-20200	11930	2150	37562
16	Kulwinder singh	10300-34800	16150	3200	53874
17	Kawaljit Kaur	5910-20200	11940	2150	37590
Peon Sweeper cum Chowkidar					
18	Parween sharma	4900-10680	10010	1900	33328
19	Prem chand	4900-10680	13690	1900	43736
20	Malkit kaur	4900-10680	8520	1650	28869
2. Bathinda					
Statistical Assistant					
1	Rupinder singh	10300-34800	14090	4400	50891
2	Ranjeet singh	10300-34800	14090	4400	50891
3	Charanjit kaur	10300-34800	14090	4400	51891
Senior Assistant					
4	Shinderpal singh	10300-34800	20200	4400	68251
Junior Assistant					
5	Gurmail singh	10300-34800	14180	3600	49416
Investigator					
6	Gurpreet Kaur	5910-20200	11320	2150	37105
7	Sandeep kumar	5910-20200	11320	2150	37105
Head Peon					
8	Karamjit singh	5910-20200	12500	2050	41330
District Statistical Officers					
9	Bahader singh	10300-34800	25150	5000	83718
3. Faridkot					
Senior Assistant					
1	Paramjit Kaur	10300-34800	23656	4400	72171
Junior Assistant					
2	Puran Singh	10300-34800	14859	3600	47674
Investigator					
3	Sandeep Singh	5910-20200	6815	2050	22668
4	Girish Kumar	5910-20200	11991	2150	36188

Data Entry operator					
5	Kuldeep Singh	5910-20200	16812	2400	49445
Peon Sweeper cum Chowkidar					
6	Sukhjot Singh	4900-10680	7916	1650	25169
7	Baljit Singh	4900-10680	15614	1900	45557
4. Fatehgarh Sahib					
Statistical Assistant					
1	Harmandeep Kaur	10300-34800	13020	4400	46162
Senior Assistant					
2	Usha Rani	10300-34800	22320	4400	70979
Data Entry operator					
3	Subhash Chand	5910-20200	16450	2400	50226
Peon Sweeper cum Chowkidar					
4	Mota Singh	4900-10680	8550	1650	27671
District Statistical Officers					
5	Gurmeet Singh	15600-39100	23950	5400	78639
5. Ferozepur					
Statistical Assistant					
1	Avtar Singh	10300-34800	17420	4400	47534
2	Nirmal Singh	10300-34800	18490	4400	50406
Steno Typist					
3	Harjinderpal steno	10300-34800	17660	3200	48527
Junior Assistant					
4	Baljit kaur	10300-34800	17580	3600	48412
5	Sanjeev maini	10300-34800	17140	3600	47132
Investigator					
6	Tarsem Lal	5910-20200	13260	2050	36727
7	Lakhwinder Singh	5910-20200	13260	2050	36516
8	Harjinder Singh	5910-20200	13260	2050	35671
9	Baljeet Singh	5910-20200	12920	2050	34785
Data Entry operator					
10	Gurnam kaur	5910-20200	18850	2400	51722
Peon Sweeper cum Chowkidar					
11	Jiwan	4900-10680	16250	1650	45106
6. Gurdaspur					
Deputy Economic and Statistical Adviser					
1	Ashok Kumar	15600-39100	30090	6600	101431
Statistical Assistant					
2	Davinder Kaur	10300-34800	13020	4400	47534
3	Rajesh Sharma	10300-34800	14090	4400	51006
4	Renu Bala	10300-34800	13020	4400	47534
Senior Assistant					
5	Gurmej Singh	10300-34800	17050	4400	58946
Steno Typist					
6	Kulwantpal Kaur	10300-34800	16250	3200	53331
Junior Assistant					
7	Paramjit Kaur	10300-34800	16330	3600	54718
8	Kewal Singh	10300-34800	14720	3600	50399
Clerk					
9	Nishan Singh	10300-34800	10300	3200	37368
Investigator					
10	Suman Bala	5910-20200	11940	2050	37442
11	Charanjit Singh	5910-20200	10150	2050	32650

12	Sharanjit Singh	5910-20200	11370	2050	37383
13	Gurpreet Singh	5910-20200	10150	2050	32650
Peon Sweeper cum Chowkidar					
14	Mandeep Sharma	4900-10680	4900	1650	8652
7. Hoshiarpur					
Deputy Economic and Statistical Adviser					
1	Bhupinder Kaur	15600-39100	36730	6600	119074
Assistant Research Officers					
2	Jog Raj	10300-34800	20380	4600	66714
3	Balwant Singh	10300-34800	20310	4600	67321
Statistical Assistant					
4	Gurmeet singh	10300-34800	17420	4400	46919
Senior Assistant					
5	Rajinder Kaur	10300-34800	18240	4400	61949
Clerk					
6	Vinay Kumar	10300-34800	13940	3200	46333
Investigator					
7	Dharminder Singh	5910-20200	10920	2150	35472
8	Sukhjinder Singh	5910-20200	10920	2150	35129
Peon Sweeper cum Chowkidar					
9	Rajni Kumari	4900-10680	6430	1650	22363
8. Jalandhar					
Deputy Economic and Statistical Adviser					
1	Rani	15600-39100	35440	7600	77055
2	Sunita Paul	15600-39100	27640	6600	95876
Assistant Research Officers					
3	Deepak Grewal	10300-34800	16430	4600	57891
Statistical Assistant					
4	Ramandeep Kaur	10300-34800	13020	4400	48111
5	Bhupinder Kaur	10300-34800	14090	4400	51011
6	Vinod Beri	10300-34800	14090	4400	51011
7	Kanta Kumari	10300-34800	14090	4400	51011
8	Arun Kumar	10300-34800	14420	4400	51903
Senior Assistant					
9	Kulwinder Kaur	10300-34800	15650	4400	54931
Steno Typist					
10	Bimla Devi	10300-34800	20660	3800	67533
11	Lakhwinder Singh	10300-34800	16250	3200	53962
Junior Assistant					
12	Jagdev Singh	10300-34800	13510	3600	47722
Investigator					
13	Rajbaljinder Singh	5910-20200	7000	1900	25368
14	Baldev Singh	5910-20200	10940	1950	36175
15	Mandeep Kaur	5910-20200	10940	1950	34706
16	Balbir Chand	5910-20200	10940	1950	35706
Peon Sweeper cum Chowkidar					
17	Jagir Kaur	4900-10680	12450	1900	40106
18	Rani	4900-10680	10710	1650	34714
19	Dhira Singh	4900-10680	8540	1650	29066
9. Kapurthala					
Deputy Economic and Statistical Adviser					
1	Rani	15600-39100	35558	6600	109028
Assistant Research Officers					
2	Rahul kumar	10300-34800	18143	4600	57999

Statistical Assistant					
3	Jagpal singh	10300-34800	15015	4400	49626
4	Balwinder singh	10300-34800	13891	4400	46801
5	Rajdawinder kaur	10300-34800	15015	4400	49626
Senior Assistant					
6	Shashi kiran	10300-34800	18816	4400	59788
Junior Assistant					
7	Gurmail singh	10300-34800	17495	3600	54304
Investigator					
8	Sarwan singh	5910-20200	10655	2050	32386
9	Palwinder singh	5910-20200	11981	2150	36164
Data Entry operator					
10	Tamsa adia	5910-20200	16802	2400	47001
Peon Sweeper cum Chowkidar					
11	Gurpreet singh	4900-10680	7359	1650	23768
10. Ludhiana					
Research Officer					
1	Parveen Kumari	15600-39100	25700	5400	85430
Statistical Assistant					
2	Gurbinder kaur	10300-34800	14090	4400	51071
3	Manjit kaur	10300-34800	13020	4400	48171
4	Neena tangri	10300-34800	14090	4400	51071
Senior Assistant					
5	Upinder kaur	10300-34800	20710	4400	69604
Junior Assistant					
6	Santokh singh	10300-34800	14180	3600	49596
7	Ravinderpal singh	10300-34800	13970	3600	49029
8	Harninder kaur	10300-34800	14720	3600	47212
Investigator					
9	Pinki jagdev	5910-20200	11140	1950	36797
10	Jyoti	5910-20200	10910	1950	36175
Data Entry operator					
11	Sukhraj kaur	5910-20200	15890	2400	48012
12	Harjit kaur	5910-20200	16450	2400	52401
Head Peon					
13	Gurmukh singh	4900-10680	8250	1650	28109
Peon Sweeper cum Chowkidar					
14	Surinder kumar	5910-20200	14210	1900	44933
11. Mansa					
Deputy Economic and Statistical Adviser					
1	Paramjeet singh	15600-39100	44289	6600	117417
Junior Assistant					
2	Kamaljeet singh	10300-34800	18459	3600	47754
Investigator					
3	Varinder kumar	4900-10680	14795	2000	37957
12. Moga					
Research Officer					
1	Sh Surinder Kumar	15600-39100	25460	5400	82169
Statistical Assistant					
2	Ashu Kumar	10300-34800	14090	4400	48270
3	Arsal Singh	10300-34800	14090	4400	48480
Steno Typist					
4	Surinder Singh	10300-34800	14460	3200	46488

Junior Assistant					
5	Poonam	10300-34800	13980	3600	47382
Investigator					
6	Shivdeep Goyal	5910-20200	11460	2050	35178
Data Entry operator					
7	Varjinder Kaur	5910-20200	16600	2400	50925
13. Sri Muktsar Sahib					
Statistical Assistant					
1	Hapral Singh	10300-34800	18490	4400	49629
Investigator					
2	Ranjeet Singh	5910-20200	13931	1950	36164
Peon Sweeper cum Chowkidar					
3	Rajpal Singh	4900-10680	10430	1650	28654
14. SBS Nagar					
Deputy Economic and Statistical Adviser					
1	Naresh kumar	15600-39100	32760	6600	82279
Statistical Assistant					
2	Jaswant Singh	10300-34800	23793	4400	58379
3	Surinder Singh	10300-34800	21630	4400	53145
Junior Assistant					
4	Tajinder pal Singh	10300-34800	18123	3600	45107
Investigator					
5	Gurinder Badhan	5910-20200	9828	2050	24534
Peon Sweeper cum Chowkidar					
6	Himmat Kumar	4900-10680	11860	1650	29705
15. Patiala					
Deputy Economic and Statistical Adviser					
1	Naresh Kumar	15600-39100	30860	6600	98186
Statistical Assistant					
2	Jaswinder Kaur	10300-34800	15015	4400	51085
3	Amardeep Kaur	10300-34800	15015	4400	52085
Senior Assistant					
4	Jagdeep Singh	10300-34800	25872	4400	79804
Junior Assistant					
5	Jagjit Kaur	10300-34800	15636	3600	51071
6	Charanjit Singh	10300-34800	15636	3600	51071
Clerk					
7	Gurkirpal Singh	10300-34800	14797	3200	49362
Investigator					
8	Bikramjit Singh	5910-20200	11561	1950	35108
9	Harpreet Kaur	5910-20200	6815	1900	22668
10	Hemant Kumar	5910-20200	10395	1950	33112
Data Entry operator					
11	Gurwinder Kaur	5910-20200	16350	2400	49701
12	Iqbal Singh	5910-20200	17400	2400	52420
Driver					
13	Gurcharan Singh	5910-20200	14599	2800	47884
Peon Sweeper cum Chowkidar					
14	Ram Lubhaya	4900-10680	9060	1650	28889
15	Gurpreet Singh	4900-10680	5658	1650	20038
16. Rupnagar					
Statistical Assistant					
1	Karnail Singh	10300-34800	17950	4400	46412

Senior Assistant					
2	Balbir chand	10300-34800	23070	4400	60022
Investigator					
3	Harmit kaur	5910-20200	15270	2050	39552
4	Navdeep kaur	5910-20200	9820	2050	25703
5	Sukhvir singh	5910-20200	10120	2050	26465
Data Entry operator					
6	Iqbaljit singh	4900-10680	18440	2400	47606
7	Ajaib singh	5910-20200	18440	2400	47606
Peon Sweeper cum Chowkidar					
8	Balwinder Singh	4900-10680	16170	1650	42199
9	Ashok kumar	4900-10680	10190	1650	26333
10	Sampuran singh	4900-10680	16680	1650	43493
District Statistical Officers					
11	Harmesh kumar	10300-34800	27840	5000	71741
17. Sangrur					
Assistant Research Officers					
1	Raj Kumar	10300-34800	21629	4600	66504
Statistical Assistant					
2	Karanjit Singh	10300-34800	13891	4400	44333
Senior Assistant					
3	Vijay lakshmi	10300-34800	20044	4400	62633
Steno Typist					
4	Gurjeet Kaur	10300-34800	18693	5800	55992
Junior Assistant					
5	Sukhwinder Singh	10300-34800	15636	6000	50437
Investigator					
6	Manpreet Singh	5910-20200	9240	2150	28873
7	Sandeep Rani	5910-20200	9240	2150	28873
8	Ashwani Kumar	5910-20200	11574	2150	35129
Data Entry operator					
9	Iqbal singh	5910-20200	18795	2050	46703
Peon Sweeper cum Chowkidar					
10	Sandeep Singh	4900-10680	6845	2400	22390
18. SAS Nagar (Mohali)					
Deputy Economic and Statistical Adviser					
1	Devinder Kumar Additional Charge	15600-39100	30120	6600	102980
Investigator					
2	Beant Singh	5910-20200	8070	2050	27103
Data Entry operator					
3	Sukhwinder singh	5910-20200	16430	2400	52287
Head Peon					
4	Jagga singh	4900-10680	14330	1900	45408
19. Barnala					
Deputy Economic and Statistical Adviser					
1	Parminder Kaur	15600-39100	34350	6600	111140
Junior Assistant					
2	Kuldip Kaur	10300-34800	20400	3600	64628
Investigator					
3	Sukhmeet Singh	5910-20200	11310	2050	36657
Head Peon					
4	Rashpal singh	4900-10680	8530	1650	27933

20. Tarn Taran					
Deputy Economic and Statistical Adviser					
1	Amandeep Singh	15600-39100	33110	6600	91089
Assistant Research Officers					
2	Gurinder Singh	10300-34800	21030	4600	56115
Statistical Assistant					
3	Sukhwinder Kaur	10300-34800	17420	4400	46619
4	Rajbir Kaur	10300-34800	17420	4400	46619
Junior Assistant					
5	Kamalpreet Kaur	10300-34800	17260	3600	46648
Investigator					
6	Navdeep Kaur	5910-20200	12010	2150	32734
7	Parmjeet Kaur	5910-20200	13850	2150	37206
8	Gurpreet Singh	5910-20200	14090	2150	37811
Peon Sweeper cum Chowkidar					
9	Kimarjeet Kaur	4900-10680	11420	1650	31148
10	Kamal Kaur	4900-10680	10200	1650	27939
11	Bhag Singh	4900-10680	10200	1650	28339
21. Fazilka					
Deputy Economic and Statistical Adviser					
1	Ravinder pall dutta	15600-39100	27720	6600	75113
Statistical Assistant					
2	Harpal Singh	10300-34800	18490	4400	49629
22. Pathankot					
Deputy Economic and Statistical Adviser					
1	Charanjeet singh	15600-39100	29220	6600	97591
Assistant Research Officers					
2	Raj kumar	10300-34800	19700	4600	64970
Junior Assistant					
3	Parveen kumar	10300-34800	14000	3600	45417

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
	Major Head:3454-Census Survey & Statistics				
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 th 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 th 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	
	Total	213124000	203295543	-	-

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 relatedAggregates
 - 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

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

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 31.03.2019)

RTI-Head Quarters-Chandigarh							
Sr.No	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	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 31.03.2019)

Sr.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	Amandeep Singh	Deputy Economic and Statistical Adviser	P.I.O	District Administration Complex Tarn taran, Sarhali Road, Room no. 210, Second floor	01832565999		
		Sadhna Sharma	Assistant Research Officers	A.P.I.O	Dy Economic & Statistical Advisor Zila Parishad Complex Amritsar.	01832565999		
2	Bathinda	Ranjeet singh	Statistical Assistant	P.I.O	D.A.C complex Room no. 154-162Bathinda	01642217050		dyesabtd@yahoo.com
		Bahader singh	District Statistical Officers	A.P.I.O	D.A.C Complex Room no. 154-162 Bathinda	01642217050		dyesabtd@yahoo.com
3	Faridkot	Girish Kumar	Investigator	A.P.I.O	O/o DY ECONOMIC AND STATISTICAL ADVISOR FARIDKOT	01639250069		dyesafdk@yahoo.co.in
		Bahader singh	District Statistical Officers	P.I.O	d.a.c complex room no. 154-162bathinda	01642217050		dyesabtd@yahoo.com
4	Fatehgarh Sahib	Harmandeep Kaur	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
		Harmesh kumar	District Statistical Officers	P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in
5	Ferozepur	Charanjeet singh	Deputy Economic and Statistical Adviser	P.I.O	Administrative Complex Block B Floor 2nd Room no 319-21	01862345100		dyesapathankot@yahoo.com
		Nirmal Singh	Statistical Assistant	A.P.I.O	DAC Complex C Block 2nd Floor Room No.214 Ferozepur Cantt.	246753		dyesaferozepur@yahoo.com
6	Gurdaspur	Ashok Kumar	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722		dyesagsp@yahoo.co.in
		Rajesh Sharma	Statistical Assistant	A.P.I.O	Deputy Economic and Statistical Advisor, Gurdaspur.	018742227122		dyesagsp@yahoo.co.in

7	Hoshiarpur	Bhupinder Kaur	Deputy Economic and Statistical Adviser	P.I.O	DAC, Fifth Floor, Room No. 528-531, Hoshiarpur	01882222391		dyesahsp@yahoo.co.in
		Balwant Singh	Assistant Research Officers	A.P.I.O	DAC, Fifth Floor, Room No. 528-531, Hoshiarpur	01882222391		dyesahsp@yahoo.co.in
8	Jalandhar	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic & Statistical Adviser, Jalandhar	01812223804		dyesa.jal@gmail.com
		Deepak Grewal	Assistant Research Officers	A.P.I.O	Dy.Economic And Statistical Adviser, Jalandhar.	01812223804		dyesa.jal@gmail.com
9	Kapurthala	Rani	Deputy Economic and Statistical Adviser	P.I.O	DY.ESA.OFFICE KAPURTHALA	01822232477	01822232477	DYESA_KPT@YAHOO.CO.IN
		Rahul kumar	Assistant Research Officers	A.P.I.O	DY.ESA.OFFICE KAPURTHALA	01822232477	01822232477	dyesa_kpt@yahoo.co.in
10	Ludhiana	Parveen Kumari	Research Officer	P.I.O	Mini Secretariat Ludhiana	01612437243		dy.esaludhiana@yahoomail.com
		Gurbinder kaur	Statistical Assistant	A.P.I.O	Mini Secretariat Ludhiana	01612427243		dy.esaludhiana@yahoo.com
11	Mansa	Paramjeet singh	Deputy Economic and Statistical Adviser	P.I.O	Mini Sec, Mansa	8146597700		dyesa_mansa@yahoo.co.in
		Kamaljeet singh	Junior Assistant	A.P.I.O	Mini Sec, Mansa	9781429203		dyesa_mansa@yahoo.co.in
12	Moga	Sh Surinder Kumar	Research Officer	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	01636238330	01636238330	desamoga@hotmail.com
13	Sri Muktsar Sahib	Hapral singh	Statistical Assistant	A.P.I.O	room no: 32-33 frist floor District administration complex Sri muktsar Sahib	01633241453		dyesa_muktsar@yahoo.co.in
14	SBS Nagar	Naresh kumar	Deputy Economic and Statistical Adviser	P.I.O	O/oDESA,3rd flore, Patwar Work Station,Chd Road, S.B.S.Nagar	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
		Jaswant Singh	Statistical Assistant	A.P.I.O	Dy.Economic& Statistical Office,SBS NAGAR	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
15	Patiala	Naresh kumar	Deputy Economic and Statistical Adviser	P.I.O	desa sbs nagar	01752200232		desapatiala@rediffmail.com
		Amardeep Kaur	Statistical Assistant	A.P.I.O	#26 Ranjit Bagh Patiala	01752200232		desapatiala@rediffmail.com

16	Rupnagar	Karnail singh	Statistical Assistant	A.P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in
		Harmesh kumar	District Statistical Officers	P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in
17	Sangrur	Parminder Kaur	Deputy Economic and Statistical Adviser	P.I.O	Dc complex room no 39 2nd floor barnala	1679243232		dyesabnl@gmail.com
		Raj Kumar	Assistant Research Officers	A.P.I.O	Near Central Patwar Khana, Sangrur	01672235172	01672235172	desa_sgr@yahoo.co.in
18	SAS Nagar (Mohali)	Devinder Kumar Additional Charge	Deputy Economic and Statistical Adviser	P.I.O	Room No.359 2nd floor Sector-76 District Administrative Complex S.A.S Nagar	01722219556		dyesasasnagar@yahoo.com
		Beant Singh	Investigator	A.P.I.O	District Addministrative Complex Room No.357-359 2nd Floor Sector-76 SAS Nagar	01722219556		dyesasasnagar@yahoo.com
19	Barnala	Parminder Kaur	Deputy Economic and Statistical Adviser	P.I.O	Dc complex room no 39 2nd floor barnala	01679243232		dyesabnl@gmail.com
		Sukhmeet Singh	Investigator	A.P.I.O	dc complex room no 41 2nd floor 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
		Gurinder Singh	Assistant Research Officers	A.P.I.O	District Administration Complex Tarn Taran, Sarhali Road, Room No. 210, Second Floor	01852222790		desatarntaran@rediffmail.com
21	Fazilka	Ravinder pall dutta	Deputy Economic and Statistical Adviser	P.I.O	Room no. 403 C-Block 3rd Floor DC Complex Fazilka	01638260292		Dyesafazilka@yahoo.com
		Hapral singh	Statistical Assistant	A.P.I.O	room no: 32-33 frist floor District administration complex Sri muktsar Sahib	01633241453		dyesa_muktsar@yahoo.co.in
22	Pathankot	Charanjeet singh	Deputy Economic and Statistical Adviser	P.I.O	Administrative Complex Block B Floor 2nd Room no 319-21 Malik pur Chowk Pathankot	01862345100		dyesapathankot@yahoo.com
		Raj Kumar	Assistant Research Officers	A.P.I.O	Administrative Complex,Block-2nd,Romm No.321-322,Malikpur. Pathankot	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 ਫਾਰਮ 1

**MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2016 UNDER SECTION 25 RTI ACT 2005
(ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2018 ਅੰਡਰ ਸੈਕਸ਼ਨ 25 ਆਰ.ਟੀ.ਆਈ.ਐਕਟ 2005)**

To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ)

Name of Parent Department: Economic and Statistical Organisation Punjab.

(ਦਫਤਰ) : ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ

Name of Public Authority:) Economic Adviser to Govt. of Punjab

(ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ) ਆਰਥਿਕ ਸਲਾਹਕਾਰ, ਪੰਜਾਬ ਸਰਕਾਰ ।

Period From: 01-01-2018 To 31-12-2018

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀ ਗਈ)	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act (ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੇ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ)														Total registration fee collected (Rs.) (ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ)	Total additional fee collected (Rs.) (ਕੁੱਲ ਵਾਧੂ ਫੀਸ)	Total penalty levied & collected (Rs.) (ਕੁੱਲ ਜੁਰਮਾਨਾ)
			Relevant Sections of RTI Act 2005 (ਸਸ਼ਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)																
			Section 8(1) (ਧਾਰਾਵਾਂ 8 (1))											Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)					
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others (ਹੋਰਾਂ)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ANNUAL REPORT FOR THE YEAR 2017 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)
To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ)

Department: : **Economic and Statistical Organisation Punjab.**

(ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ)

Period From: **01-01-2018 To 31-12-2018**

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Sr. No. bVh BzL	Name of Public Authorities with the Department (ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ)	Public authorities who have filed annual returns (Yes/No) (ਉਹ ਪਬਲਿਕ ਅਥਾਰਟੀ ਜਿਨ੍ਹਾਂ ਨੇ ਸਲਾਨਾ ਰਿਪੋਰਟ ਭੇਜੀ ਹੈ (ਹਾ/ਨਹੀਂ)	Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ)	Number of cases where disciplinary action taken against any officer in respect of administration (ਅਨੁਸਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੀ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ)														Total registration fee collected (Rs.) (ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ)	Total additional fee collected (Rs.) (ਕੁੱਲ ਵਾਧੂ ਫੀਸ)	Total penalty levied & collected (Rs.) (ਕੁੱਲ ਜੁਰਮਾਨਾ)		
						Relevant Sections of RTI Act 2005 ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)												Section 8(1) (ਧਾਰਾਵਾਂ 8 (1)					Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)	
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰ					
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 (ਸਕੱਤਰ, ਯੋਜਨਾ)	-	63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	848	2432	-			

Proforma -A

ਪ੍ਰੋਫਾਰਮਾ ਏ

Proforma for maintaining register of details of 1st appeals filed before the 1st Appellate Authorities- Right to information Act-2005
(ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ ਕਰਨ ਵਾਲੇ ਪ੍ਰੋਫਾਰਮਾ ਰਾਇਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਐਕਟ 2005)

Sr. No. ਲੜੀ ਨੰ:	Designation of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Designation of 1 st Appellate Authorities (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Date of Institution of 1 st Appeal (ਪਹਿਲੀ ਅਪੀਲ ਦੀ ਮਿਤੀ)	Date of Decision of 1 st Appeal (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਫੈਸਲੇ ਦੀ ਮਿਤੀ)	Reasons if the 1 st appeal not decided in time (ਜੇਕਰ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਤਾਂ ਉਸ ਦਾ ਕਾਰਣ)	Whether the appeal was accepted (ਕੀ ਅਪੀਲ ਸਵੀਕਾਰ ਕੀਤੀ ਗਈ)	Whether the appeal was rejected (ਜੇਕਰ ਅਪੀਲ ਖਾਰਜ ਕੀਤੀ ਗਈ)
1	2	3	4	5	6	7	8
1	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	21-6-18	20-07-2018		Yes (ਹਾਂ)	

Monthly Abstract

ਮਹੀਨਾਵਾਰ ਅਬਸਟਰੈਕਟ

Month Name (ਮਹੀਨੇ ਦਾ ਨਾਮ)	Previous Balance (ਪਿਛਲਾ ਬਕਾਇਆ)	Number of 1 st Appeals instituted during the Month (ਮਹੀਨੇ ਦੌਰਾਨ ਪ੍ਰਾਪਤ ਪਹਿਲੀ ਅਪੀਲ)	Number of 1 st Appeals decided during the Month (ਮਹੀਨੇ ਦੌਰਾਨ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ)	Number of 1 st Appeals pending (ਪੈਡਿੰਗ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals accepted (ਸਵੀਕਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals rejected (ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals pending for more than two months (ਦੋ ਮਹੀਨੇ ਤੋਂ ਵੱਧ ਪੈਡਿੰਗ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)
1	2	3	4	5	6	7	8
June 2018	-	1	1	-	1	-	-

Performa-B (ਪ੍ਰੋਫਾਰਮਾ ਬੀ)

Department: Economic and Statistical Organisation, Punjab
(ਦਫਤਰ): ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ
Period: 01-01-2018 to 31-12-2018
(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

1	2	3	4	5	6				7	8	9	10
SN ਲੜੀ ਨੰ:	Designati on of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Designati on of First Appellate Authority (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Previo us Balanc e (ਪਿਛਲਾ ਬਕਾਇਆ)	Total Number of 1st Appeals Instituted (ਪਹਿਲੀ ਅਪੀਲ ਦਾਖਲ ਹੋਣ ਦੀ ਕੁੱਲ ਗਿਣਤੀ)	Number of 1st appeals decided (ਪਹਿਲੀ ਅਪੀਲਾਂ ਤੇ ਫੈਸਲੇ ਹੋਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ				Number of appeals pending (ਪੈਡਿੰਗ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals rejected (ਖਾਰਜ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals accepted (ਸਵੀਕਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Reasons, if the appeals were not decided within time (ਜੇਕਰ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਤਾਂ ਉਸ ਦੇ ਕਾਰਨ
					Within 30 days (30 ਦਿਨਾਂ ਦੇ ਵਿੱਚ)	Within 45 days (45 ਦਿਨਾਂ ਦੇ ਵਿੱਚ)	More than 45 days (45 ਦਿਨਾਂ ਤੋਂ ਵੱਧ ਸਮੇਂ ਵਿੱਚ)	Total (ਕੁੱਲ)				
1	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	-	1	1	-	-	-	-	-	1	Correspondence (ਪੱਤਰ ਵਿਹਾਰ)

**Performa for Annual Return of the 1st appeals decided by 1st appellate authorities to the State Information Commission Punjab- Right to Information Act,2005
(ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਪ੍ਰੋਫਾਰਮਾ ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਐਕਟ, 2005)**

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