

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 Directorate of Statistics, Government of Punjab, Vit Te Yojna Bhawan, Plot No.-2B, Sector 33A, Chandigarh

1.2 Head of the organization: Sh. Jagdeep Singh
Director Statistics

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.

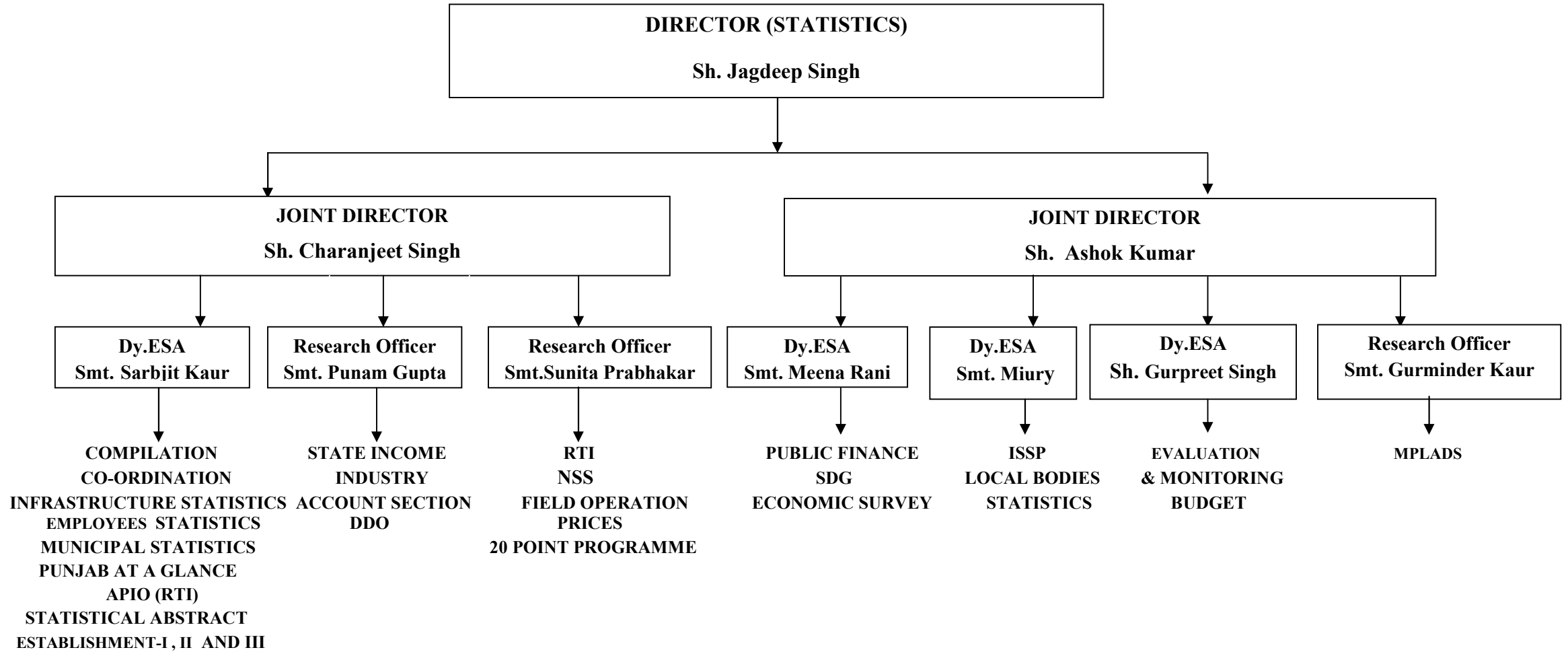
Economic and Statistical Organisation, Punjab makes a major contribution in strengthening the data base of the State and has been declared Nodal Agency since 8.4.2003 for effective coordination of statistical activities of all the departments and create common statistical cadre in Punjab. The Statistical 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 MPLAD Scheme.

DIRECTORATE OF STATISTICS, PUNJAB



2nd Manual: Powers & duties of officers & employees

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

S.no	Designation	Powers & Duties
1)	Director	Director 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)	Joint Directors	Joint Directors provide tips of desired guidance in day to day research work on matters relating to Directorate of statistics 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 & Supdtts. 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>

Appendix –‘A’

(As per present rules)

Name of the Post	Sanctioned Posts	Sanction Pay Scale	Level
1	2	3	4
Group-A Posts			
i. Director	1	123400-210000	29
ii. Joint Directors	2	91500-203400	24
iii. Dy. Economic & Statistical Adviser	15	67400-201200	21
iv. Research Officer	22	56100-177500	18
v. Superintendent Grade-I	1	48700-154300	16
Sub-total Group-A (i to v)	41		
Group-B posts			
i. Assistant Research Officers	64	43000-136000	12
ii. Supdt. Grade-II	2	47600-151100	14
iii. Senior. Astd.	21	38500-122700	11
iv. Senior Scale Stenographer	3	38500-122700	11
Sub Total Group-B posts (i to iv)	90		
Group-C posts			
i. Librarian	1	35600-112800	9
ii. Junior Scale Stenographers	5	29700-94100	8
iii. Junior Assistant/Clerk	16	28900-91600	7
iv. Investigator	170	20200-64000	3
Sub-total Group-C (i to iv)	192		
Group-D posts			
ii) Head Peon	1	18400-58500	2
ii) Daftri	1	18000-56900	1
iii) Peon/Sweeper-cum-Chowkidar	101	18000-56900	1
Sub-total Group-D (i to iii)	103		
Grand Total (Group A+B+C+D)	426		

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

Service Rules of Directorate of statistic are available:

www.esopb.gov.in

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

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

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

3.2 Final decision making authority:

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

3.3 Related provisions, acts, rules etc:

Government of Punjab
Department of Planning
(Planning Branch)

STANDING ORDER

In pursuance of the provisions of Rules 18,19 and 28 (1) of the Rules of Business of the Govt. of Punjab ,1992 as framed vide Punjab Government Order No.15/1/92 –GC (2) /3214 dated 25th February,1992 (as per amended up to 28th February, 2005)and in super-session of the previous standing orders issued vide No. 12/30/90-SP/597-606 dated 29.5.2007 and No 12/30/90-5P/663-669 dated 23.06.2008 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I and Annexure 1-A (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
10.5.2017

Manpreet Singh Badal
Finance&PlanningMinister,Punjab.

No.12/30/90-5P/258-262

Dated Chandigarh the 15.5.2017

A copy is forwarded for information to the :-

1. Principal Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab.(8 copies)
3. Prinipal Secretary to Government of Punjab ,Department of General Administration (in coordination Branch) w.r.t. I.D. No.15/4/95GC(5) /3982 dated 3.4.2017
4. Special Secretary to Finance Minister, Punjab.
5. Secretary/Chief Secretary

Special Secretary Planning

No.12/30/90-5P/263-267

Dated Chandigarh the 15.5.2017

Copy is forwarded to the :-

1. PS/Additional Chief Secretary 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 sale, 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 D.O.S.)

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 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 department 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 D.O.S.)

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 grave 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)

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.

1.4 Time limit for taking a decision, if any:

____N.A_____

1.5 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	<ul style="list-style-type: none"> • State Directorate of Statistics Punjab (Group A) Services Rule, 2024 • State Directorate of Statistics Punjab (Group B) Services Rule, 2024 • State Directorate of Statistics Punjab (Group C) Services Rule, 2024 • Punjab Civil Services General & Common Conditions of Service Rules, 1994. • Punjab Civil Services Vol. I Part I • Punjab Civil Services Vol. I Part II • Punjab Civil Services Vol. I Part III • Punjab Financial Rules • Punjab Budget Manual • Standing Orders of the Department • Manual of Instructions and service matters printed by the Personnel Department from time to time • Manuals of Instructions on financial matters printed by the Finance Department. • Manual of Instructions on Reservation Policy printed by Welfare Department. • Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners. • Rules of Business of Govt. of Punjab /Allocation of Business Rules. • Regulations and Instructions governing the work of Directorate of Statistics, Punjab. • Manual of Instructions regarding reservation of ex-servicemen. • Manual of Instructions by Vigilance Department. • Punjab Civil Service (Promotion of Stenographers) Rules, 1961. • Service Books, A.C.Rs. Appointment /Promotion /Leave Account Service Benefit 	Covering the service conditions and rules formulated by the Government.

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.

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

(AGHN.7,1927 SAKA)

-
- Constitution of District Planning Committee.
3. 1) There shall be constituted a Committee to be called the District Planning Committee by the State Government for every district in the State to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.
- 2) The number of members of a District Planning Committee constituted under sub-section (1), shall be calculated as per population of the district concerned according to the following criteria, namely:-
- (a) District having population, fifteen members not exceeding ten lacs;
- (b) Districts having population Twenty four members exceeding ten lacs, but not exceeding twenty lacs; and
- (c) Districts having population Forty Members exceeding twenty lacs.
- 3) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.
- 4) The seats of the members of the Committee shall be filled by election, from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district, and by nomination.
- 5) Not less than four-fifths of the total number of members of the Committee shall be elected by, and from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.
- 6) One-fifth of the total number of members of the Committee, which may include the Members of the Legislative Assembly and other persons also, shall be nominated by the State Government.
- 7) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.
- 8) The Additional Deputy Commissioner (Development) of the district shall be the ex-officio Additional Secretary of the Committee.
- 9) The Deputy Economic & Statistical Adviser of the District shall be the ex-officio Joint Secretary of the Committee.
1. (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.
- Terms of members of the committee
- (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.

-
- Function of the committee
5. 1) Subject to the provisions of this Act, the Committee shall exercise powers and form. 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.

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

Removal and
suspension of
members
including
Chairperson

- 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.

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

Filling of
vacancies
Power to
issue
directions

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 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 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

(As on 31.3.2024)

Sr. No	Name & Designation	Residential Address	Office Phone	Mobile No.	Office E-mail	Fax
1. Amritsar						
Assistant Research Officers						
1	Kawaljit Kaur, Assistant Research Officers	vpo kotla gujran tehsil amritsar distt amritsar	9915757168	9815757168		
2	Kawaljit Kaur, Assistant Research Officers	vpo gharinda near govt primery school distt Amritsar	9815571429	9815571429		
Statistical Assistant						
3	Gurdial Singh, Statistical Assistant	village mira chak post office dhupaian teh and distt. amritsar	9464477245	9464477245		
4	Rajbir kaur, Statistical Assistant	Village Phelloke Distt. tarantran teh khadoor sahab	9914799947	9914799947		
5	Parminder Singh, Statistical Assistant	vpo rasulpur kalan distt. amritsar	9815720873	9815720873		
Senior Assistant						
6	Davinder Kaur, Senior Assistant	h.no. 92-a gali no. 1 jhujhar singh avenue airport road amritsar	9914916531	9914916531		
Steno Typist						
7	Kulwinder Kaur, Steno Typist	32 b guru amardas avenue ajnala road aamritsar	9888464507	9888464507		
Junior Assistant						
8	Narinder Singh, Junior Assistant	h.No. 910 Gali No. 5 Sharifpura Amritsar	8872516583	8872516583		
9	Neelam Kumari, Junior Assistant	h.No.54 tailor road amritsar	9464477245	9464477245		
10	Asha Rani, Junior Assistant	h.No. Beauty Avenue Ram tirth road amritsar	8437401414	8437401414		
Investigator						
11	Rajbaljinder Singh, Investigator	vill dhotian distt tarn taran	8558048354	8558048354		
12	Baljit Kaur, Investigator	vpo tarsika baba bakala amritsar	9855273856	9855273856		
13	Amandeep Kaur, Investigator	vpo jaspal baba bakala amritsar	9915721476	9915721476		
14	Simarjit Kaur, Investigator	h. no. 110 jhujar singh avenue airport road amritsar	9855019211	9855019211		
Peon Sweeper cum Chowkidar						
15	Parveen Sharma, Peon Sweeper cum Chowkidar	Jagdamba Colony,Gali No. 8 h.no.72 majitha Road Amritsar	7837368472	7837368472		
2. Bathinda						
Deputy Economic and Statistical Adviser						

1	Sunita Paul, Deputy Economic and Statistical Adviser	H.No 194,St no 8 Opp DAV College Friends Colony	0164221750	7696221882	dyesabtd@y ahoo.com	
Assistant Research Officers						
2	Ranjeet Singh, Assistant Research Officers	H no.14128,St no 6, Ganesh Nagar Bathinda	01642217050	9815970540	dyesabtd@y ahoo.com	
Investigator						
3	Sandeep Kumar, Investigator	H no 365 Sheesh Mahal Colony Bathinda	01642217050	9569305844	dyesabtd@y ahoo.com	
4	Gurpreet kaur, Investigator	H no 78 St no 2c/1 Vishal Nagar Phase 1 Bathinda	01642217050	9417940845	dyesabtd@y ahoo.com	
Peon Sweeper cum Chowkidar						
5	Karamjit singh, Peon Sweeper cum Chowkidar	Guru Nanak Nagar St no 1/A,1FMultania Road Bathinda	01642217050	9463374905		
3. Faridkot						
Assistant Research Officers						
1	Nirmal singh, Assistant Research Officers	Kothi no.38,Block A Sode wala Road,Ganesh Enclave,Ferozpur City	01639257578	9781497003	nirmal97003 @gmail.com	
Statistical Assistant						
2	Paramjit Kaur, Statistical Assistant	V.P.O Thakarpura Teh. Patti, Dist.TarnTaran		7888342107		
Investigator						
3	Girish Kumar, Investigator	STREET NO 1 KOTHI NO 74 GURU NANAK COLONY FARIDKOT		8427500476		
4	Sandeep Singh, Investigator	QUARTER NO 57 D GOVT COLONY FARIDKOT		7508699002		
Peon Sweeper cum Chowkidar						
5	Sukhjiti Singh, Peon Sweeper cum Chowkidar	PREM NAGAR ST NO 1 KOTKAPURA		9915831844		
6	Baljit Singh, Peon Sweeper cum Chowkidar	GURU TEGH BAHADUR NAGAR MACHAKI MAL SINGH ROAD ST NO 2 FARIDKOT		9815532851		
4. Fatehgarh Sahib						
Assistant Research Officers						
1	Harmandeep Kaur, Assistant Research Officers	C/O URWINDER SINGH, VILLAGE MEHDOODAN, FATEHGARH SAHIB, PUNJAB.	01763232363	9888880875	DESA_FGS@ YAHOO.COM	
2	Iqbal singh, Assistant Research Officers	146-C, Punjabi Bag, Patiala	01763232363	9417700146	desa_fgs@y ahoo.com	
Junior Assistant						
3	Charanjit Singh, Junior Assistant	C/o Harinder Singh, Village Kotla Bajwara.	01763232363	8699734370	desa_fgs@y ahoo.com	
Peon Sweeper cum Chowkidar						

4	Mota Singh, Peon Sweeper cum Chowkidar	C/O KATHERA MOHALLA, W.NO. 10, BASSI PATHANA, PUNJAB.	01763232363	9814035044	desa_fgs@y ahoo.com	
5. Ferozepur						
Assistant Research Officers						
1	Tarsem Lal, Assistant Research Officers	ward No.8 New Nanakpura Ferozepur City	01632246753	8146600688	dyesaferoze pur@yahoo. com	
2	Lakhwinder Singh, Assistant Research Officers	Veer Nagar Galli No. 1 # 15 Ferozepur City	01632246753	9878098370	dyesaferoze pur@yahoo. com	
Statistical Assistant						
3	Avtar Singh, Statistical Assistant	c/O Sh.Jagmohan singh Sh.Ganesh Enclave kothi No. 117 Block A Ferozepur City	01632246753	9463342525	dyesaferoze pur@yahoo. com	
Steno Typist						
4	Harjinderpal, Steno Typist	Sh.Ganesh Enclave Kothi No.104 Ferozepur City	01632246753	9463172097	dyesaferoze pur@yahoo. com	
Junior Assistant						
5	Baljit Kaur, Junior Assistant	Veer Nagar House No. 15 Gali No. 1 Ferozepur City	01632246753	8528269602	dyesaferoze pur@yahoo. com	
6	Sanjeev Maini, Junior Assistant	kile wali gali # 12/24 ferozepur City	01632246753	8146600680	Dyesaferoze pur@yahoo. com	
Investigator						
7	Baljeet Singh, Investigator	Sh.Ganesh Enclave Ferozepur City	01632246753	9781867062	dyesaferoze pur@yahoo. com	
6. Gurdaspur						
Statistical Assistant						
1	Renu Bala, Statistical Assistant	Moh. Model town, Near Kothe Bim sein,dinanagar,District Gurdaspur.	01874222722	8146554048	dyesagsp@y ahoo.co.in	
2	Suman Bala, Statistical Assistant	Durga Colony,Beramhpur Road, Near HRA Lotus School, Gurdaspur	01874222722	8146888840	dyesagsp@y ahoo.co.in	
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5	Gurkirpal singh, Junior Assistant	H A 52 DLF Colony Patiala		9815489098		
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7	Bikramjit singh, Investigator	H 648 B Street no 16 Old Bishan Nagar Patiala		9814729977		
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Data Entry operator						
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Driver						
10	Gurcharan singh, Driver	H 320 Vill Badbar The Distt Barnala		9876810153		
Peon Sweeper cum Chowkidar						
11	Ram lubhaya, Peon Sweeper cum Chowkidar	H 26 Ranjit Bagh Patiala		9876057810		
12	Gurpreet singh, Peon Sweeper cum Chowkidar	Village Daun Khurd post office Bhoharpur janheriyan Patiala		9915679824		
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Peon Sweeper cum Chowkidar						
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40	Kanwal Jit, Clerk	# 2289 A Sector 23c Chandigarh		9855079363		
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49	Amandeep Singh, Driver	H.No. 927, Sector 60, SAS Nagar		9417544585		
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50	Rajinder Singh, Head Peon	H.No. 2456, Sector 27-C, Chandigarh		9041957146		
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51	Kamla Pati Gautam, Peon Sweeper cum Chowkidar	H.No. 680, Sector 16D, Chandigarh		7696644178		
52	Raman Kumar, Peon Sweeper cum Chowkidar	H.No. 4344, Sector 46-D, Chandigarh		9316888725		
53	Sukhdev Singh, Peon Sweeper cum Chowkidar	H.No.2262-c,Sector-24,Chandigarh		9988832248		
54	Gourav Parmar, Peon Sweeper cum Chowkidar	H.No. 2567, Sector-56, Chandigarh		9882264062		
55	Haramrit Singh, Peon Sweeper cum Chowkidar	Vill. Bhago Majra , Bharampur, Teh. and Dist. SAS Nagar - 140307		8146879587		
56	Gurjeet Ram, Peon Sweeper cum Chowkidar	H.No. 342, Sector 29-A, Chandigarh		9815545001		
57	Rakesh Dabla, Peon Sweeper cum Chowkidar	#3764 mauli-jagran mauli-jagran complex CHD		9888113763		
58	Balwinder Singh, Peon Sweeper cum Chowkidar	H.No. 3404, Sector 22-D, Chandigarh		7508099679		
59	Ravinder Singh, Peon Sweeper cum Chowkidar	Vill. Mubarakpur, Dera Bassi, SAS Nagar		9855647331		
60	Sandeep Kumar Gupta, Peon Sweeper cum Chowkidar	H.NO. 225/A, Pipli Wala Town, Mani Majra		9876878225		
61	Kuldeep Kaur, Peon Sweeper cum Chowkidar	Peer Colony,Nilpur,Rajpura. Patiala.Punjab140401		9914168170		
62	Manjit Singh, Peon Sweeper cum Chowkidar	VPO Kannaur, Khijargarh Banur		9855382638		

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

10.1 Name and Designation of the employees

10.2 Monthly remuneration

10.3 System of compensation as provided by in its regulations

Financial Year : 2024

Date : 31-March-2024

Sr.No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
1. Amritsar					
Assistant Research Officers					
1	Kawaljit Kaur	38500-122700	47400	11	74836
2	Kawaljit Kaur	38500-122700	48800	11	76992
Statistical Assistant					
3	Gurdial Singh	38500-122700	48800	11	76992
4	Rajbir kaur	38500-122700	50300	11	79302
5	Parminder Singh	38500-122700	53400	11	84076
Senior Assistant					
6	Davinder Kaur	38500-122700	65800	11	104372
Steno Typist					
7	Kulwinder Kaur	29700-94100	58600	8	92744
Junior Assistant					
8	Narinder Singh	28900-91600	49200	7	78468
9	Neelam Kumari	28900-91600	53800	7	76944
10	Asha Rani	28900-91600	49200	7	78468
Investigator					
11	Amandeep Kaur	20600-65500	40800	4	61068
12	Simarjit Kaur	20600-65500	40800	4	61068
13	Baljit Kaur	20600-65500	40800	4	61068
14	Rajbaljinder Singh	20200-64000	27100	3	43434
Peon Sweeper cum Chowkidar					
15	Parveen Sharma	18000-56900	36500	1	58510
2. Bathinda					
Deputy Economic and Statistical Adviser					
1	Sunita Paul	67400-201200	105000	21	163700
Assistant Research Officers					
2	Ranjeet Singh	43000-136000	57800	12	90612
Investigator					
3	Sandeep Kumar	20600-65500	40800	4	64332
4	Gurpreet kaur	20600-65500	40800	4	64332
Peon Sweeper cum Chowkidar					
5	Karamjit singh	20200-64000	42200	3	68088
3. Faridkot					
Assistant Research Officers					
1	Nirmal singh	43000-136000	57800	12	87000
Statistical Assistant					
2	Paramjit Kaur	38500-122700	46000	11	65080
Investigator					
3	Sandeep Singh	20200-64000	24800	3	32744
4	Girish Kumar	20200-64000	38400	3	54492

Peon Sweeper cum Chowkidar					
5	Baljith Singh	20200-64000	46100	3	66518
6	Sukhjith Singh	18000-56900	25800	1	37704
4. Fatehgarh Sahib					
Assistant Research Officers					
1	Harmandeep Kaur	43000-136000	49900	12	73854
2	Iqbal Singh	43000-136000	59500	12	88470
Junior Assistant					
3	Charanjith Singh	28900-91600	53800	7	81048
Peon Sweeper cum Chowkidar					
4	Mota Singh	18000-56900	29700	1	45462
5. Firozpur					
Assistant Research Officers					
1	Lakhwinder Singh	43000-136000	43000	12	65240
2	Tarsem Lal	43000-136000	43000	12	65240
Statistical Assistant					
3	Avtar Singh	38500-122700	50300	11	76044
Steno Typist					
4	Harjinderpal	25600-81200	52000	6	79260
Junior Assistant					
5	Baljith Kaur	28900-91600	50700	7	77536
6	Sanjeev Maini	28900-91600	50700	7	77536
Investigator					
7	Baljeet Singh	20600-65500	40800	4	61028
6. Gurdaspur					
Statistical Assistant					
1	Renu Bala	38500-122700	50300	11	76044
2	Suman Bala	38500-122700	48800	11	73824
3	Davinder Kaur	38500-122700	50300	11	76044
Senior Assistant					
4	Gurmej Singh	38500-122700	65800	11	100184
Junior Assistant					
5	Kewal Singh	28900-91600	52200	7	79756
6	Paramjit Kaur	28900-91600	57100	7	87008
Investigator					
7	Gurpreet Singh	20600-65500	38400	4	57564
8	Charanjith Singh	20600-65500	38400	4	57564
Peon Sweeper cum Chowkidar					
9	Mandeep Sharma	18000-56900	19100	1	30368
7. Hoshiarpur					
Statistical Assistant					
1	Sukhjinder Singh	38500-122700	47400	11	71752
2	Gurmeet Singh	38500-122700	50300	11	76044
3	Dharminder Singh	38500-122700	47400	11	71752
Senior Assistant					
4	Rajinder Kaur	38500-122700	69800	11	107104
Junior Assistant					
5	Vinay Kumar	28900-91600	49200	7	75316
Peon Sweeper cum Chowkidar					
6	Rajni Kumari	18000-56900	25600	1	40108

8. Jalandhar					
Assistant Research Officers					
1	Arun Kumar	43000-136000	63100	12	99014
2	Tasma Adia	43000-136000	57800	12	90852
Statistical Assistant					
3	Kanta Kumari	38500-122700	53400	11	84076
4	Raman Deep Kaur	38500-122700	50300	11	79302
5	Bhupinder Kaur	38500-122700	55000	11	85940
Steno Typist					
6	Bimla Devi	29700-94100	72100	8	113574
7	Lakhwinder Singh	29700-94100	58600	8	92784
Investigator					
8	Mandeep Bangar	18000-56900	19900	2	19900
9	Baldev Singh	20600-65500	40800	4	64532
10	Mandeep Kaur	20600-65500	40800	4	61068
11	Aastha Sharma	18000-56900	19900	2	19900
Peon Sweeper cum Chowkidar					
12	Dhira Singh	18000-56900	29700	1	48538
13	Rani	18000-56900	36500	1	58550
14	Manjit Kaur	18000-56900	18000	1	18000
9. Kapurthala					
Research Officer					
1	Deepak grewal	43000-136000	63600	12	96128
Assistant Research Officers					
2	Jagpal Singh	43000-136000	56100	12	84628
3	Vinod Beri	43000-136000	56100	12	84628
Statistical Assistant					
4	Amarpal Kaur	38500-122700	53400	11	80632
5	Sukhcharanjit Singh	38500-122700	48800	11	73824
6	Sukhwinder Kaur	38500-122700	50300	11	76044
Junior Assistant					
7	Parveen Kumar	28900-91600	50700	7	72466
Investigator					
8	Sarwan Singh	20600-65500	36400	4	55372
Peon Sweeper cum Chowkidar					
9	Gurpreet Singh	18000-56900	22800	1	35244
10. Ludhiana					
Deputy Economic and Statistical Adviser					
1	Parveen Kumari	67400-201200	101900	21	159286
Assistant Research Officers					
2	Pinki Jagdev	43000-136000	51400	12	81116
3	Gurbinder Kaur	43000-136000	56100	12	88354
Statistical Assistant					
4	Manjeet Kaur	38500-122700	50300	11	79422
5	Smt Neena Tangri	38500-122700	53400	11	84196
Senior Assistant					
6	Harninder Kaur	38500-122700	53800	11	85912
Junior Assistant					
7	Santokh Singh	28900-91600	52200	7	83248
8	Ravinder Pal Singh	28900-91600	49200	7	78628

Investigator					
9	Jyoti	20600-65500	40800	4	64692
Data Entry operator					
10	Sukhraj Kaur	25600-81200	55200	6	79036
Peon Sweeper cum Chowkidar					
11	Gurmukh Singh	18000-56900	30600	1	49584
11. Mansa					
Research Officer					
1	Charanjit kaur	43000-136000	69640	12	86350
Statistical Assistant					
2	Varinder Kumar	38500-122700	47400	11	69870
12. Moga					
Statistical Assistant					
1	Arsal Singh	38500-122700	55000	11	83000
Steno Typist					
2	Surinder Singh	28900-91600	50700	7	77336
Junior Assistant					
3	Poonam	28900-91600	50700	7	78536
Investigator					
4	Shivdeep Goyal	20600-65500	40800	4	61884
Peon Sweeper cum Chowkidar					
5	Daljot kaur	18000-56900	18000	1	18000
13. Sri Muktsar Sahib					
Research Officer					
1	Gurinder Singh	48700-154300	65500	16	76260
Assistant Research Officers					
2	Ranjit singh	43000-136000	43000	12	58866
Peon Sweeper cum Chowkidar					
3	Rajpal singh	18000-56900	31500	1	46460
14. SBS Nagar					
Junior Assistant					
1	Tajinder Pal Singh	28900-91600	53200	7	81048
Investigator					
2	Gurinder Badhan	20200-64000	31400	3	47344
Peon Sweeper cum Chowkidar					
3	Himmat Kumar	18000-56900	36500	1	55390
15. Patiala					
Assistant Research Officers					
1	Jaswinder kaur	43000-136000	56100	12	87994
2	Amardeep kaur	43000-136000	57800	12	91612
Senior Assistant					
3	Vijay lakshmi	38500-122700	69840	11	107580
Junior Assistant					
4	Gurkirpal singh	28900-91600	49200	7	79268
5	Jagjit kaur	28900-91600	53800	7	85352
Investigator					
6	Hemant kumar	20200-64000	37300	3	50227
7	Bikramjit singh	20600-65500	40800	4	61884
8	Harpreet kaur	20200-64000	26300	3	37794

Data Entry operator					
9	Gurwinder kaur	25600-81200	53600	6	84044
Driver					
10	Gurcharan singh	28900-91600	49200	7	80068
Peon Sweeper cum Chowkidar					
11	Gurpreet singh	18000-56900	22800	1	37212
12	Ram lubhaya	18000-56900	28800	1	46652
16. Rupnagar					
Junior Assistant					
1	Jagdev Singh	28900-91600	49200	7	75316
Investigator					
2	Beant Singh	20200-64000	29600	3	45308
3	Navdeep Kaur	20200-64000	31400	3	47972
4	Sukhvinder Singh	20200-64000	32300	3	49304
Data Entry operator					
5	Ajaib Singh	25600-81200	56900	6	85712
Peon Sweeper cum Chowkidar					
6	Ashok Kumar	18000-56900	31500	1	46370
District Statistical Officers					
7	Harmesh Kumar	46000-146500	108300	6	162284
17. Sangrur					
Assistant Research Officers					
1	Varinder singh	38500-122700	51400	11	65832
2	Manpreet Singh	20200-64000	43000	3	65240
Senior Assistant					
3	Sukhwinder Singh	38500-122700	53800	11	83124
Clerk					
4	Tarsem Chand	20200-64000	38600	3	56568
Investigator					
5	Ashwani Kumar	20200-64000	38400	3	54274
6	Sandeep Rani	20200-64000	31400	3	44455
Peon Sweeper cum Chowkidar					
7	Sandeep Singh	18400-58500	22100	2	32592
18. SAS Nagar (Mohali)					
Investigator					
1	Harmeet Kaur	21300-67800	47400	5	74736
Data Entry operator					
2	Sukhwinder Singh	25600-81200	56900	6	89366
19. Barnala					
Research Officer					
1	Raj Kumar	48700-154300	78200	16	117736
Junior Assistant					
2	Kamaljeet singh	28900-91600	49200	7	75316
Investigator					
3	Sukhmeet Singh	20600-65500	40800	4	61068
Peon Sweeper cum Chowkidar					
4	Rashpal singh	18000-56900	30600	1	47388

20. Tarn Taran					
Deputy Economic and Statistical Adviser					
1	Amandeep Singh	67400-201200	101900	21	151774
Assistant Research Officers					
2	Gurpreet Singh	43000-136000	51400	12	76644
Senior Assistant					
3	Gurmail Singh	28900-91600	58800	7	88348
Junior Assistant					
4	Kamalpreet Kaur	28900-91600	49200	7	74332
Investigator					
5	Sourav Devgan	20200-64000	21400	3	32744
6	Navdeep Kaur	20600-65500	37300	4	55958
Peon Sweeper cum Chowkidar					
7	Bhag Singh	18000-56900	30600	1	47576
8	Malkit Kaur	18000-56900	30600	1	47576
9	Kamal Kaur	18000-56900	30600	1	46776
21. Fazilka					
Assistant Research Officers					
1	Harjinder singh	43000-136000	43000	12	65240
Statistical Assistant					
2	Harpal singh	38500-122700	53400	11	80632
22. Pathankot					
Assistant Research Officers					
1	Rajesh Kumar	43000-136000	56100	12	84628
Statistical Assistant					
2	Sharanjit Singh	38500-122700	47400	11	71752
Senior Assistant					
3	Shashi Kiran	38500-122700	67800	11	103144
Headquarter- Chandigarh					
Director					
1	Jagdeep Singh	123400-210000	156300	29	241942
Joint Director					
2	Charanjeet Singh	91500-203400	130400	24	203056
3	Ashok Kumar	91500-203400	122900	24	191506
Deputy Economic and Statistical Adviser					
4	Meena Rani	67400-201200	101900	21	159166
5	Sarabjit Kaur	67400-201200	101900	21	159166
6	Miury	67400-201200	98900	21	154546
7	Gurpreet singh	67400-201200	101900	21	160166
Research Officer					
8	Sunita Prabhakar	48700-154300	75900	16	119126
9	Punam Gupta	48700-154300	78200	16	122668
10	Gurminder Kaur	48700-154300	63600	16	100184
Assistant Research Officers					
11	Amanpreet Kaur	38500-122700	49900	11	78646
12	Sita Ram	43000-136000	65000	12	92540
13	Kuljeet Singh	43000-136000	96100	12	97100
14	Rajwinder Kaur	38500-122700	51400	11	72772
15	Harish Kumar	38500-122700	52900	11	83306
16	Satikiran Lilly Bhullar	43000-136000	57800	12	90852
17	Manjeet Kaur	38500-122700	51400	11	80996

18	Kulwinder Kaur	20200-64000	43000	3	60540
Superintendent Grade-II					
19	Kulwinder Kaur	38500-122700	84900	11	133386
20	Usha Rani	38500-122700	84900	11	133386
Statistical Assistant					
21	Jaswinder Kaur	38500-122700	48800	11	70183
22	Amanjot Kaur	38500-122700	50300	11	79302
23	Tarsem Singh	38500-122700	50300	11	79302
Senior Assistant					
24	Shashi Bala	29700-94100	74100	8	117154
25	Satish Kumar	38500-122700	65800	11	93844
26	Jaswinder Kaur D O Sham Singh	38500-122700	78600	11	124084
27	Sukhvinder Singh Sarow	43000-136000	52200	12	74423
Senior Scale Stenographer					
28	Usha Peepat	38500-122700	74100	11	112195
29	Satnam Singh	38500-122700	78600	11	124084
Junior Scale Stenographer					
30	Jaswinder Kaur D O Balwant Singh	29700-94100	74300	8	105274
Junior Assistant					
31	Randhir Kaur	28900-91600	53800	7	85592
32	Gurbinder Singh	28900-91600	49200	7	70596
33	Sujata Goel	28900-91600	50700	7	80778
34	Kulbir Singh	28900-91600	63800	7	85592
35	Dilbag Singh	28900-91600	53800	7	85592
36	Kanwaljit Kaur	28900-91600	49200	7	70636
37	Rahul Kalra	28900-91600	49200	7	70636
38	Kulwinder Singh	28900-91600	50700	7	80778
Clerk					
39	Kanwal Jit	20200-64000	39800	3	56924
40	Sanjeev Kumar	20200-64000	47500	3	71857
41	Sandeep Singh	20200-64000	44800	3	71532
42	Anil Kumar	20200-64000	39800	3	57464
43	Jagdish Kumar	20200-64000	47500	3	68090
Investigator					
44	Malkiat Kaur	18400-58500	19900	2	39800
45	Shivam Sharma	18400-58500	19900	2	19910
46	Nancy	20200-64000	31400	3	50056
47	Amandeep Kaur	20200-64000	19900	3	19910
Driver					
48	Balwinder Singh	28900-91600	50700	7	83418
49	Amandeep Singh	21300-67800	38500	5	64590
Head Peon					
50	Rajinder Singh	20200-64000	48900	3	69822
Peon Sweeper cum Chowkidar					
51	Balwinder Singh	18000-56900	28000	1	45420
52	Ravinder Singh	18000-56900	26400	1	56958
53	Kuldeep Kaur	18000-56900	18000	1	25550
54	Manjit Singh	18000-56900	32400	1	52196
55	Sandeep Kumar Gupta	20200-64000	47500	3	75490
56	Sukhdev Singh	18000-56900	30600	1	44528

57	Gourav Parmar	18000-56900	24200	1	39568
58	Gurjeet Ram	18000-56900	28800	1	42044
59	Rakesh Dabla	18000-56900	18000	1	36000
60	Haramrit Singh	18000-56900	23500	1	38490
61	Kamla Pati Gautam	20200-64000	39800	3	53115
62	Raman Kumar	18000-56900	29700	1	41151

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 (2023-24)	Expenditure incurred upto 31.3.2024	Agency	Remarks
	Major Head:3454-Census Survey & Statistics				
1.	201-01-National Sample Survey Non Plan	16736000	7992465	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	197653000	183415908	District level & Head Quarter	-
3.	204-09.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	24761000	21712357	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	28187000	21922450	District level	-
6.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	7606000	7422704	District level & Head Quarter	-
7.	Basic Statistics for Local Level Development	-	-	Head Quarter	-
8.	Urban Statistics for Local Level Development	-	-	Head Quarter	-
9.	Geospatial Information system	6135000	-	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	1023000	1022580	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	282101000	243488464	-	-

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.

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 an email ID of each designated official

Financial Year : 2024

Date : 31.March.2024

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
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	Kawaljit Kaur	Assistant Research Officers	P.I.O	dy economic & statistical advisor amritsar	9915757168		
		Kawaljit Kaur	Statistical Assistant	A.P.I.O	dy economic & statistical advisor amritsar	9592940007		
2	Bathinda	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	Room No 154-162 DAC Complex Bathinda	0164221750	0	dyesabtd@yahoo.com
		Ranjeet Singh	Assistant Research Officers	A.P.I.O	DAC Complex	01642217050	0	dyesabtd@yahoo.com
3	Faridkot	Nirmal singh	Assistant Research Officers	P.I.O	Zila parishad Complex, Faridkot	01639257578		nirmal97003@gmail.com
		Paramjit Kaur	Statistical Assistant	A.P.I.O	O/o Dy Economic & Statistical Adviser, Faridkot			
4	Fatehgarh Sahib	Sunita Prabhakar	Research Officer	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01763232363		desa_fgs@yahoo.com
		Harmandeep Kaur	Assistant Research Officers	A.P.I.O	ROOM NO. 427, 3RD FLOOR, DISTRICT ADMINISTRATIVE COMPLEX, FATEHGARH SAHIB, PUNJAB. PIN CODE 140407	01763232363		DESA_FGS@YAHOO.COM

5	Ferozepur	Gurinder Singh	Research Officer	P.I.O	DAC complex ,C Block 2nd floor,Room no 214, Ferozepur cantt	9888100198		deputyesa.frz@punjab.gov.in
		Lakhwinder Singh	Assistant Research Officers	A.P.I.O	Room No. 214 Block C 2nd Floor DAC Complex Ferozepur Cantt.	01632246753		dyesaferozepur@yahoo.com
6	Gurdaspur	Rajesh Kumar	Assistant Research Officers	P.I.O	Deputy Economic and Statistical Adviser,Gurdaspur	01874222722	01874222722	dyesagsp@yahoo.co.in
		Davinder Kaur	Statistical Assistant	A.P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722	01874222722	dyesagsp@yahoo.co.in
7	Hoshiarpur	Vinod Beri	Assistant Research Officers	P.I.O	DAC, Fifth floor 528-531, Hsp	0188222391		dyesahsp@yahoo.co.in
		Dharminder Singh	Statistical Assistant	A.P.I.O	DAC, Fifth floor 528-531, Hsp	0188222391		dyesahsp@yahoo.co.in
8	Jalandhar	Arun Kumar	Assistant Research Officers	P.I.O	Dy ESA D.A.C OMPLEX, LADOWALI ROAD, JALANDHAR	01815002239		suparear@gmail.com
		Tasma Adia	Assistant Research Officers	A.P.I.O	Dy.ESA, DAC Complex Ladowali Road Jalandhar	01815002239		dyesa.jal@gmail.com
9	Kapurthala	Deepak grewal	Research Officer	P.I.O	DAC Complex Romm No.406-408 Kapurthala			
		Jagpal Singh	Assistant Research Officers	A.P.I.O	Dy.ESA. Office Kapurthala	01822232477		dyesa_kpt@yahoo.co.in
10	Ludhiana	Smt Parveen Kumari	Research Officer	P.I.O	Dy.ESA office,mini Secretariat Ludhiana	0161-2427243		dy.esaludhiana@yahoo.com
		Gurbinder Kaur	Assistant Research Officers	A.P.I.O	mini sectriate ludhiana	7355963630		dy.esaludhiana@yahoo.com
11	Mansa	Charajeet KAUR	Research Officers	P.I.O	dy economic & statistical advisor,Mansa	7009765795		dyesa_mansa@yahoo.co.in
		Rupinder singh	Assistant Research Officers	A.P.I.O	Opp. Bachat Bhawan mansa			dyesa_mansa@yahoo.co.in

12	Moga	Smt Parveen Kumari	Research Officer	P.I.O	DAC Complex, Satluj Block A, Room No. 326, Moga 142001, Punjab	01636238330		desamoga@hotmail.com
		Arsal Singh	Statistical Assistant	A.P.I.O	DAC Complex, SatLuj Block 3rd Floor room No 324, Moga	01636238330		Deputyesa.moga@punjab.gov.in
13	Sri Muktsar Sahib	Gurinder Singh	Research Officer	P.I.O	CABIN NO 9-10 DC COMPLEX GROUND FLOOR SRI MUKTSAR SAHIB			DYESA_MUKTSAR@YAHOO.CO.IN
		Ranjit singh	Assistant Research Officers	A.P.I.O	CABIN NO 9-10 DC COMPLEX GROUND FLOOR,SRI MUKTSAR SAHIB			DYESA_MUKTSAR@YAHOO.CO.IN
14	SBS Nagar	Gurinder Badhan	Investigator	P.I.O	Dy.Economic& Statistical Office,DAC Room no 109,SBS NAGR	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
		Tajinder Pal Singh	Junior Assistant	A.P.I.O	DESA DAC Room no 109 SBS Nagar	9779711554	018232223090	tajinderps1974@gmail.com
15	Patiala	Gurpreet singh	Deputy Economic and Statistical Adviser	P.I.O	Vit-te-yojna Bhawan, plot no 2-B sector 33-A chandigarh			gjandi@gmail.com
		Bikramjit singh	Investigator	A.P.I.O	h no 26 ranjit bagh patiala			
16	Rupnagar	Harmesh Kumar	District Statistical Officers	P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR RUPNAGAR	01881220528	01881220528	dyesaropar@yahoo.co.in
		Ajaib Singh	Data Entry operator	A.P.I.O	DEPUTY ECONOMIC & STATISTICAL ADVIOR RUPNAGAR	01881220528	01881220528	dyesaropar@yahoo.co.in
17	Sangrur	Raj Kumar	Research Officer	P.I.O	Room no.39,2nd Floor,D.C.Complex,Handiaya Road,Barnala,148101			dyesabnl@gmail.com
		Varinder singh	Assistant Research Officers	A.P.I.O	Deputy Economic and Statistical Adviser, Sangrur			desa_sgr@yahoo.co.in
18	SAS Nagar (Mohali)	Gurminder Kaur	Research Officer	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	8558932490		gurmovi1972@gmail.com
		Sukhwinder Singh	Data Entry operator	A.P.I.O	Room No.357-58,2nd floor,DAC Complex,SEC-76,Mohali			

19	Barnala	Raj Kumar	Research Officer	P.I.O				
		Sukhmeet Singh	Investigator	A.P.I.O	Room no.86,2nd Floor,D.C.complex,handiaya Road,Barnal,148101			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	01852222790	desa.tarntaran@punjab.gov.in
		Gurpreet Singh	Assistant Research Officers	A.P.I.O	District AdministrationComplex Tarn Taran,Sarhai Road,Room No,210 Second Floor	01852222790	01852222790	desa.tarntaran@punjab.gov.in
21	Fazilka	Harjinder singh	Assistant Research Officers	P.I.O	ROOM NO. 403 C-BLOCK DC OFFICE FAZILKA	01638292260		deputyesa.fzl@punjab.gov.in
		Harpal singh	Statistical Assistant	A.P.I.O	ROOM NO. 403 C-BLOCK DC OFFICE FAZILKA	01638292260		deputyesa.fzl@punjab.gov.in
22	Pathankot	Rajesh Kumar	Assistant Research Officers	P.I.O	Deputy ESA Pathankot	01862345100		
		Sharanjit Singh	Statistical Assistant	A.P.I.O	Deputy ESA Pathankot	01862345100		
23	Chandigarh	Jagdeep Singh	Director	Appellate Authority	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722600209		jagdeep.singh21@punjab.gov.in
		Charanjeet Singh	Joint Director	P.I.O	Vit-Te-Yojana Bhawan Sector 33-A, plot no 2 B Chandigarh			
		Sarabjit Kaur	Deputy Economic and Statistical Adviser	A.P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh			sarb_sarao3@yahoo.in

Designated as:

Head Office

Public Information Officer
Assistant Public Information
Officer

Joint Director
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
- 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 -1 ਫਾਰਮ 1

MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2023 UNDER SECTION 25 RTI ACT 2005

(ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2023 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: : Directorate of Statistics Punjab

(ਦਫਤਰ) : (ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)

Name of Public Authority:) Secretary Planning

(ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ) ਸਕੱਤਰ, ਯੋਜਨਾ

Period From: 01-01-2023 To 31-12-2023

(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
39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	390	2930	-

FORM -2 ਫਾਰਮ-2

**ANNUAL REPORT FOR THE YEAR 2023 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: : Directorate of Statistics punjab
(ਦਫਤਰ) : (ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)

Period From: 01-01-2023 To 31-12-2023
(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 (ਅਨੁਸ਼ਾਸਨੀ 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			
						6	7	8	9	10	11	12	13	14	15	16	17	18	19			
1.	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Director, Directorate of Statistics (ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)	39	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	390	2930	-

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 ਪ੍ਰਫਾਰਮਾ 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)	Director, Directorate of Statistics (ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)	22-05-2023	29-05-2023		Yes (ਹਾਂ)	
2	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Director, Directorate of Statistics (ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)	20-06-2023	19-07-2023		Yes (ਹਾਂ)	
3	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Director, Directorate of Statistics (ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)	04-09-2023	05-10-2023		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
May, 2023	-	1	1	-	-	-	-
June, 2023	-	1	1	-	-	-	-
September, 2023	-	1	1	-	-	-	-

Performa-B (ਪ੍ਰੋਫਾਰਮਾ ਬੀ)

Department: - Directorate of Statistics Punjab
 (ਦਫਤਰ): ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ
Period: 01-01-2023 to 31-12-2023
 (ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

1	2	3	4	5	6				7	8	9	10
SN ਲੜੀ ਨੰ:	Designation of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Designation of First Appellate Authority (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Previous Balance (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)	Director, Directorate of Statistics (ਡਾਇਰੈਕਟਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਟੈਟਿਸਟਿਕਸ)	-	3	2	1	-	-	-	-	3	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)

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.

Dated.....

Signature and Stamp of the
Public Information Officer
PICT

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,

Web-site: _____

Tel. No. _____

Public Information Officer.

E-mail address: _____

=====

**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