

Obligations of Public Authorities



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

English Version

**Economic Adviser, Government of Punjab
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Introduction

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

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1st Manual: Particulars of the Public Authority

1.1 Name and address of the organization:- Economic Adviser to Govt. of Punjab

SCO 35-36, Sector 17E, CHANDIGARH

1.2 Head of the organization:

Sh. Mohan Lal Sharma
Economic Adviser to govt. Punjab

1.3 Key Objectives:

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

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

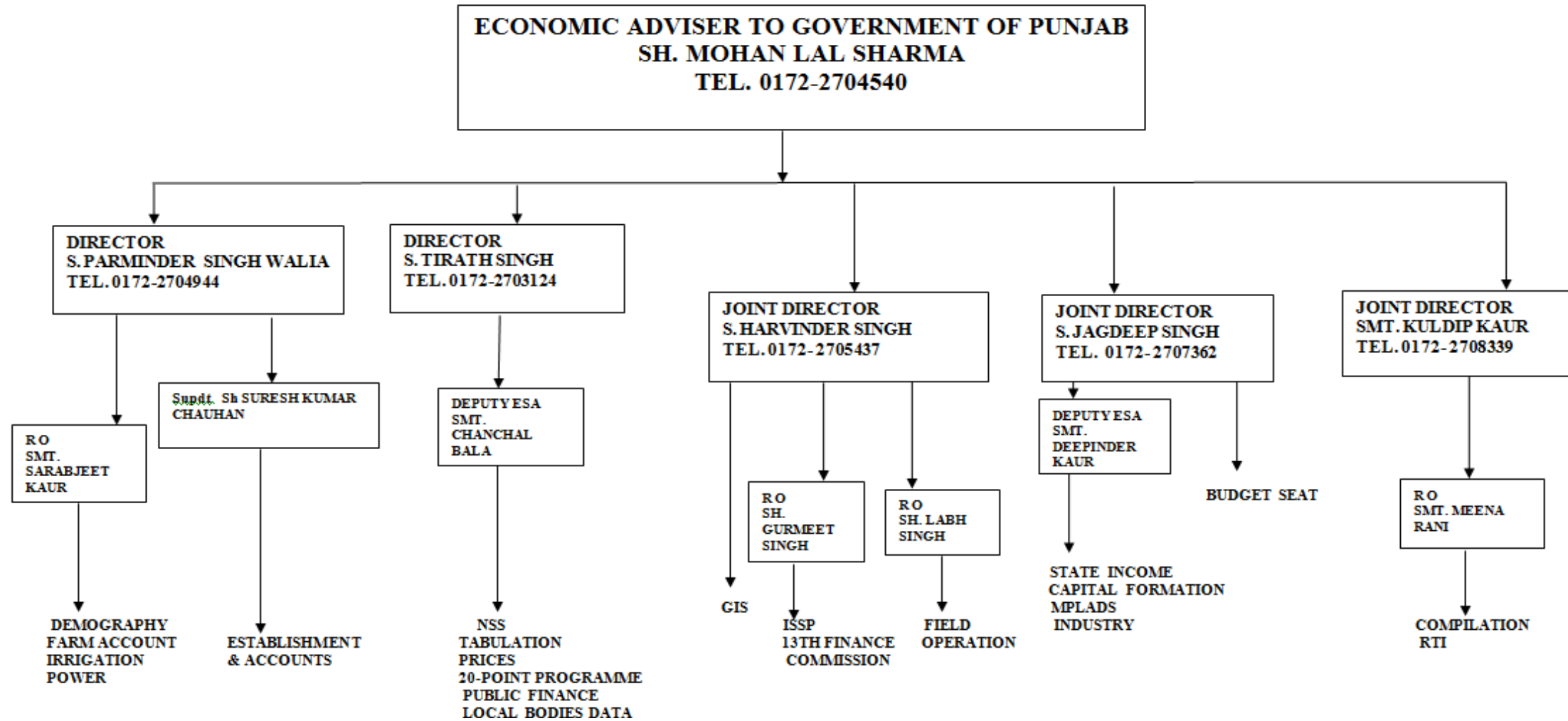
1.4 Functions and duties:

The main functions of this Organization are as under:-

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

1.5 Organization Chart:

ECONOMIC AND STATISTICAL ORGANISATION PUNJAB



2nd Manual: Powers & duties of officers & employees

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

S.no	Designation	Powers & Duties
1)	Economic Adviser	Economic Adviser enjoys the powers of Head of the Department as well as Head of the Office laid down in the Service Rules P.F.R., Standing orders issued by the Govt. C.S.R. and in any other Rules/instructions etc. issued by the Government from time to time.
2)	Director (Admn.)	Director (Admn.) has been delegated some administrative powers by Economic Adviser to run the office smoothly .
3)	Joint Directors	Joint Directors provide tips of desired guidance in day to day research work on matters relating to economic and statistical issues.
4)	Deputy Economic and Statistical Advisers	Deputy Economic and Statistical Advisers and Research Officers supervise the analysis of data and preparation of reports/publications.
5)	Research Officer	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
	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.
	Senior Assistant-II	Total work such as appointment, promotion, posting, transfer, seniority, confirmation, proficiency, disciplinary and related court cases related to A.R.Os, S.As & Supdtt. Posts
	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.
	Senior Assistant -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.
	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.
	Senior Assistant-VI	Work related to all Investigator staff concerning court cases.
	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.
	Senior Assistant-VIII	Plan and Non Plan Budget of the Department and related court cases as well.
	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.
	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.
	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.
	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	Grade Pay
<i>1</i>	<i>2</i>	<i>3</i>	
Group-A Posts			
i. Economic Adviser	1	37400-67000	8800
ii. Directors	2	15600-39100	8400
iii. Joint Directors	3	15600-39100	7600
iv. Dy. Economic & Statistical Adviser	27	15600-39100	6600
v. Research Officer	44	15600-39100	5400
vi. Superintendent Grade-I	1	15600-39100	5400
vii. District Statistical Officers	16	15600-39100	5000
Sub-total Group-A (i to vii)	94		
Group-B posts			
i. Assistant Research Officers	121	10300-34800	4600
ii Senior Artist	1	10300-34800	5000
iii. Draftsman	2	10300-34800	4600
iv. Supdt. Grade-II	2	10300-34800	4800
v. Statistical Assistant	94	10300-34800	4400
vi. Senior. Astd.	27	10300-34800	4400
vii. Senior Scale Stenographer	4	10300-34800	4400
Sub Total Group-B posts (i to vii)	251		
Group-C posts			
i. Librarian	1	10300-34800	4400
ii. Junior Draftsman	1	10300-34800	4200
iii. Junior Scale Stenographers	11	10300-34800	3600
iv. Steno-Typist	54	10300-34800	3200
v. Junior Assistant/Clerk	65	10300-34800	3600/3200
vi. Investigator	206	10300-34800	1900
vii. Data Entry Operator	31	10300-34800	1900
viii. Driver	10	10300-34800	2400
ix. Book Binder	1	10300-34800	1900
Sub-total Group-C (i to ix)	380		
Group-D posts			
i) G.O.	1	5910-20200	...
ii) Head Peon	1	4900-10680	1800
iii) Daftri	1	4900-10680	1650
iv) Peon/Sweeper-cum-Chowkidar	101	4900-10680	1650
Sub-total Group-D (i to iv)	104		
Grand Total (Group A+B+C+D)	829		

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

Service Rules of Economic & Statistical Organisation are available:

www.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, 2000)and in super-session of the previous standing orders issued vide No. 12/30/90-SP/802-807 dated 6.5.2002 and No 12/30/90-5P/2215-2220 dated 10.11.2004 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I (As per provision of Rule 28(1) ibid) shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister –in-charge of the Department) for passing orders and the cases mentioned in Annexure III shall be submitted to the Financial Commissioner/Principal Secretary/Secretary to the govt. of Punjab, Department of Planning .The cases mentioned in Annexure-IV shall be disposed of by the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Department of Planning.

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

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

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

Dated Chandigarh
25.5.2007

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

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

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

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

Special Secretary Planning

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

Dated Chandigarh the 29.5.07

Copy of the above is forwarded to the :-

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

Special Secretary Planning

ANNEXURE-I

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

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

ANNEXURE-I A

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

1. Cases relating to all policy matters including cases in which new policies to be formulated or the existing policies relating to the functioning of the Department is to be changed and cases which are not covered by the schedules.
2. Cases which affect or likely to affect the interest of the Schedule castes and Backward Classes.
3. Cases which affect the relations of the State Govt. with Govt. of India, any other State Govt. the Supreme Court or the High Court of the Punjab and Haryana.
4. Proposal for the appointment and posting of Head of Department and or the officers holding posts equivalent thereto.
5. Proposal for the confirmation of the Head of the Department.
6. Any communication from the Election Commission especially when reference to its requirement to staff and action proposed to be taken thereon.
7. Any Department from those rules which comes to the notice of Chief Secretary or any Secretary.
8. Proposals for creation and abolition of gazetted posts.
9. Cases where successor Minister wishes to modify the orders of his predecessor in office.
10. Proposals involving the alienation either temporary or permanent or scale, grant or lease of Government property between Rs. 25,000/- and Rs.75,000/- in value or the abandonment or reduction of revenue, between Rs.25,000/- and Rs. 75,000/- except when such alienation , sale ,grant of revenue is in accordance with the rules or with a general scheme already approved by the Council.
11. Construction of State level Commission and Boards:

- (i) Which have non-official members and consequently their traveling allowance or dearness allowance is to be paid from the State Exchequer; or
- (ii) Where the committee in a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the Organisation which constituted to Board or the Committee as the case may be.
- (iii) Cases relating to appointments of Chairman, Executive Heads and Directors
- (iv) Cases relating to re-employment of the Gazetted officers or extension in their term of employment.
- (v) Cases in which there is a difference of opinion between the Secretary and Minister incharge;
- (vi) Such other clauses of cases as the Chief Minister, Punjab may consider necessary.

ANNEXURE-II

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

I. General and Legislative Business

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

II.-A Plan Scheme (of all Departments)

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

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

1. Reports of P.A.C. and estimates committee.

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

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

1. Appointments by promotion or transfer to gazetted posts services Which are required to be referred to the Punjab Public Service Commission.
2. (a) Regular Promotion within Group 'A' posts.
(b) Important references to Punjab Public Services Commission.
and cases dealing with its advice
3. Cases regarding extension adhoc appointments.
4. Cases of extension of probation of Group 'A' Officers or termination of services or reservation of Group 'A' probationers. Reversion of Group 'A' Officers.
5. Posting and transfer of Group 'A' Officers when these involved change of station of posting.
6. Cases in which this is proposed to stop Group 'A' officers including Directors/Economic Adviser at the proficiency step up.
7. (a) All cases of appeals and representations against the orders of the Heads of Departments involving removal /dismissal.
(b) Proposals for charge sheeting, for taking disciplinary action, or for imposing any penalty on Group 'A' Officers.
(c) Proposals for imposing a major penalty on group 'B' officers.

- (d) Review of an order imposing any penalty on Gazetted Officers.
8. Representation by Group 'A' against the remarks the confidential reports, given or countersigned by the Administrative Secretary.
 9. Cases of Group 'A' officers proposed to be referred to the Vigilance Department for inquiry.
 10. Suspension and revocation of suspension of Group 'A' & 'B' officers.
 11. Representations against fixation of Seniority and revision of seniority of Group 'A'
 12. All memorials from the departmental officers which have not been detained in accordance with rules/instructions.
 13. Formulation or amendment of rules relating to recruitment and conditions of services, i.e. Department Services Rules.
 14. Permitting or with holding of applications of employees for training or desigment abroad, Deputation for training abroad.
 15. Deputation of Group 'A'.
 16. (a) Grant of earned leave to the Head of Department where a substituted is needed.
(b) Grant of Ex-India Leave to Gazetted and Non-Gazetted employees
 17. Tour programme of Secretary Planning.
 18. Resignation from services of Group 'A'.
 19. Cases of extension beyond 50/55 years of Group 'A' officers where adverse entry or refusal of extension are involved.
 20. Premature or compulsory retirement from service of Gazetted officers are to be shown to C.M. also.
 21. Reduction in retirement benefits/out in pension of Gazetted officers.
 22. Cases of extension in service of re-employment of an employee.
 23. All other cases relating to Gazetted Group 'A' officers not specially covered under any items and all policy cases relating to employees.

ANNEXURE-III

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

I. General and Legislative Business

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

II. Plan Schemes to (of all Departments)

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

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

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

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

1. Appointments by direct recruitment to gazetted posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group-A posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-D, probationers. Reversion of Group-B officers.
4. Postings and transfer of Group-A officers when these do not involve change of station of posting.

5. (a) Crossing of proficiency step up by E.A./Director specialists and confirmation of E.A.
(b) Cross in which it is proposed to step an employee at the proficiency step up (except Group-A officers).
6. (a) Proposal for charge taking disciplinary action, or for imposing a major penalty on a Group-B, officers.
(b) Appeals against orders imposing any penalty on a non-gazetted employees except appeals and representations against the order of the Heads of Departments involving removal /dismissal of non-gazetted employees .
(c) Issue of warning to Group-A officers.
7. Representation by Group-B officers and non-gazetted employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
8. Cases of Group-B officers to be referred to the Vigilance Department for inquiry.
9. Cases relating to the treatment of the period of suspension of gazetted officers.
10. Representations against fixation of seniority and revision of seniority of Group-B Officers.
11. All Memorials of the departmental officers which have not been detained in accordance with rules/instructions.
12. Cases where Minister has asked for a report or information.
13. Appointment by direct recruitment, promotion or transfer to non-gazetted posts.
14. Cases of extension of probation of non-gazetted probationers, reversion of non gazetted employees (Planning Board).
15. Postings and transfers of officers within the Planning Board.
16. Casual Leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and R.O.

17. Permission or with holding of applications of E.A/Directors for training or assignments within the country.
18. Deputation of Group-B Officers.
19. Earned Leave including special leave (other than ex-India leave) to the E.A/Directors except when substitute is needed and grant of casual leave to E.A./Directors .
20. Tour Programmes of Special Secretary/Additional Secretary/Joint Secretary, Directors, E.A., payment of T.A. D.A. to Directors/ Members/E.A. and counter signatures of T.A. Bills of these officers.
21. (a) Cases in which it is proposed to accord or refuse sanction under the conduct Rules and permission to prosecute, higher studies to Directors/E.A.
(b) Cases in which it is proposed to refuse sanction under the conduct rules cases of Group-B Officers.
22. Cases of extension beyond 50/55 years of Group-B and non-gazetted employees where adverse entries of refusal to extension are involved.
23. (a) Retirement from service of Group-B Officers.
(b) Retirement/resignation from service of Group-B officers.
24. Reduction in retirement benefits/cut in pension of non- gazetted officers.
25. Premature compulsory retirement from service of non-gazetted employees.
26. Grant of honorarium and permission to accept fees to Directors/E.A.
27. Sanction of loans/advance-Car/scooter/GP Fund/House Building to repair etc. advances to Director E.A.
28. Sanction/Counter/signatures of medical re-imbusement bills of Director/E.A.
29. New Telephones to offices.
30. All other cases accept policy cases, relating to gazetted Group-B Officers not specifically covered under any item.

ANNEXURE-IV

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

I. General and Legislative Business.

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

II. Plans schemes of the Departments

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

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

1. Reacquisition to the Punjab Public Service Commission, after the number of vacancies to be not filled has been determined.
2. Appointments by direct recruitment or by promotion or by transfer to non-gazetted posts in the Punjab State Planning Board. Cases relating to the determination of the suitability of candidates for appointments to non-gazetted posts.
3. (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on non-gazetted employees (Planning Board.)

- (b) Issue of warning to Group-B officers and non-gazetted employees (Planning Board).
4. Representations by non-gazetted employees against adverse remarks in these confidential reports not given to countersign by Special/Additional/Joint Secretary or Directors.
 5. Reports of such enquiries against Group-B Gazetted and non-gazetted employees as or not disclose misconduct or corruption to be submitted to the Minister-in-charge.
 6. Suspension of non-gazetted employees and case relating to their period of suspension.
 7. Deputation of non-gazetted employees.
 8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group-B officers.
(b) According sanction under the conduct rules and permission for perusing higher studies (excepting Director/E.A.)
 9. All cases of extension beyond to 50/55 years where no adverse entries to refuse extension involved.
 10. Approval of service for purpose of retirement benefit where such as approval by the Govt. is required.
 11. Waiving off claims of recovery from government employees where recovery can be waived under instruction of Govt.
 12. Payment of cargo charges where responsibility cannot be fixed on any body.
 13. Purchase of books /new papers/periodicals for the Library of the Planning Board.
 14. Permitting or with holding of applications of employees for training or assignments within the country and deputations for training courses within the country (except Directors/E.A.)
 15. Sanction of loans/advances /G.P. Fund /House Building repairs etc. to gazetted /non- gazetted employees (except Directors/E.A.) .
 16. All cases of time-barred claims, investigation/adhoc payment thereof.

17. All cases relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
18. All cases of earned leave of Group (B) officers other than E.A. / Directors which do not involve consequential transfers of offices from one station to another.
19. All cases relating to non-gazetted employees not specifically required to be put up to Secretary Planning under this standing order.
20. Sanction of Medical reimbursement bills of all officers/officials (except Directors/EA).
21. Tour Programmes of Directors, payment of TA/DA and counter signatures of TA bills of these officers.

ANNEXURE- V

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

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

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

3.4 Time limit for taking a decision, if any:

N.A.

3.5 Channels of supervision and accountability:

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

4th Manual: Norms for discharge of functions

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

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

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

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

S.no	Title	Nature	Gist of Content
1)	Service Rules	<ol style="list-style-type: none"> 1. Punjab Economic & Statistical Organisation (State Service Class-I) First Amendment a. Rules 1986. 2. Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963. 3. Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986. 4. Punjab State (Class-IV) Rules 1963 as amended from time to time. 5. Punjab Civil Services General & Common Conditions of Service Rules, 1994. 6. Punjab Civil Services Vol. I Part I 7. Punjab Civil Services Vol. I Part II 8. Punjab Civil Services Vol. I Part III 9. Punjab Financial Rules 10. Punjab Budget Manual 11. Standing Orders of the Department 12. Manual of Instructions and service matters printed by the Personnel Department from time to time 13. Manuals of Instructions on financial matters printed by the Finance Department. 14. Manual of Instructions on Reservation Policy printed by Welfare Department. 15. Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners. 16. Rules of Business of Govt. of Punjab /Allocation of Business Rules. 17. Regulations and Instructions governing the work of Economic & Statistical Organisation, Punjab. 18. Manual of Instructions regarding reservation of ex-servicemen. 19. Manual of Instructions by Vigilance Department. 20. Punjab Civil Service (Promotion of Stenographers) Rules, 1961. 21. Service Books, A.C.Rs. Appointment/Promotion/Leave Account Service Benefits. 	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
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	Approach Public Information Officer	HD

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

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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.

Terms of
members
of the
committee

1. (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.
- (2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for re-nomination after the expiry of his first term.
- (3) Any member of the Committee including the Chairperson, may resign at any time from his office before his tenure.

-
5. Function of the committee
- 1) Subject to the provisions of this Act, the Committee shall exercise powers and perform. The functions as mentioned below:-
 - a) to prepare the draft district development plan keeping in view the matters of common interest between urban and rural population including spatial planning sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass-root level by the concerned Panchayats and the extent and type of available resources whether financial or otherwise.
 - b) to prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government.
 - c) to take appropriate measures for proper implementation of the development schemes, programmes and projects.
 - d) to monitor the progress of projects.
 - e) to encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects.
 - f) to make efforts to generate additional resources for development works with the cooperation of people. Non-Government Organizations and Non-Resident Indians and other agencies; and
 - g) to perform such other additional functions relating to District Planning and Coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.
 - 2) While preparing the draft development plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.
 - 3) The Chairperson shall forward the district development plans prepared by the Committee under clause (a) of sub-section (1) to the State Government.

Abolition
of DP &
DB.

Meetings

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.
7. (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.
(2) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.
(3) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.

Removal
and
suspension
of members
including
Chairperson

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

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

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

Filling of
vacancies
Power to
issue
directions

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

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

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

Power to
make
rules

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

(AGHN.7,1927 SAKA)

Power to
remove
difficultie

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

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

H.S.BHALLA

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

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

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

8.1 Name of the Board, Council, committee etc

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

8.2 Composition Powers & functions:

8.3 Whether their meetings are open to the public?

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

8.5 Place where the minutes if:

8.6 Open to the public is available?

The District Planning and Development Committees have been constituted vide Punjab District Planning Committees Act-2005. Committee Meetings are held at District Head Quarters as per guidelines. These Committees are under the control of Department of Planning, Punjab.

Guidelines attached

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

To

All the Deputy Commissioners in the State.

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

Dated Chandigarh the 5th July,2006.

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

Kindly refer to the subject cited above.

2. 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

Head Office

(As on 31.3.2016)

SNO	Name	Residential Address	Office Phone No.	Mobile No.	E-mail	Fax
Economic Adviser						
1	Mohan Lal Sharma	H. No.48, Young Dwellar Society, Sector 49-A, Chandigarh	0172-2704540	7589000014	despunjabchd@gmail.com	0172-2543233
Director						
2	Tirath Singh	H. No. 322, Sector 22-A, Chandigarh	0172-2703124	9814811322	directorts@yahoo.com	
3	Parminder Singh	H. No. 2074, Sector -27 C , Chandigarh	0172-2704944	9855850081	ddoesopb@gmail.com	0172-2543233
Joint Director						
4	Kuldeep Kaur	H. No. 2873/B , Sector 42-C , Chandigarh	0172-2708339	9646732002	kuldeep.eso@gmail.com	0172-2708339
5	Jagdeep Singh	H. No . 2870/B , Sector 42-C, Chandigarh	0172-2707362	9815995021	jagdeep1966@rediffmail.com	
6	Harvinder Singh	H. No 307, Sector 22 A , Chandigarh	0172-2705437	9779089450	jdesoharvinder@yahoo.com	0172-2543233
Dy. Economic & Statistical Adviser						
7	Deepinder Kaur	H.No. 2397/A , SCI Society, Sector 70, SAS Nagar		9815565397	deepinder62@gmail.com	
8	Chanchal Bala	H.No. 978, Sector 49-A , Chandigarh		9501468252	publicfinanceeso@yahoo.com	
Research Officer						
9	Labh Singh	H.NO 1561, Sector 20-B , Chandigarh		9876480370	fieldoperationchd@gmail.com	
10	Gurmeet Singh	H.NO. 2289/A, Sector 23 - C , Chandigarh		9855079363	isspeso@gmail.com	
11	Meena Rani	H.NO. 3177, Sector 37-D, Chandigarh		9463654637	compilationeso@gmail.com	
12	Sarabjit Kaur	H.No. 1022, Sunny Enclave , Kharar		9646169372	sarb_sarao3@yahoo.in	
Assistant Research Officer						
13	Sadhu Ram	H.NO. 2419, Sector 39-C , Chandigarh		9780369979	sadhuram55@yahoo.in	
14	Divya Ratan Pal	H.No 826, Sector 78, SAS Nagar		9855711059	divyarp83@yahoo.in	
15	Sukhdev	H.No 524/6, Chiranjiv Enclave , Badal Colony , Lohgarh Road, Zirakpur.		9855012210	sukhdevbasore@gmail.com	

16	Gursharan Kaur	H.NO HB 61, Ph 1 , SAS Nagar		9464541581	publicfinanceeso@yahoo.com	
17	Neelam Narang	H.NO. 112 , Sector 22-A , Chandigarh		9814636112	neelambm@outlook.com	
18	Miury	H.No. HM- 358, Phase 9 , SAS Nagar		9876066358		
19	Poonam Joshi	H.NO. 1831/1 , Ph 10 , Housefed Complex , SAS Nagar		9463837025	punammehta24@gmail.com	
Supdt.Grade-II						
20	Suresh Kumar Chauhan	C/o Sh. Jagan Nath , Near Dhillon Resorts , Nayagaon , SAS Nagar		9041988612	supdtesteso@gmail.com	
Statistical Assistant						
21	Surinder Singh	H.No. 3042 , Sector 23-D , Chandigarh		9855923113		
22	Satwinder Kaur	H.No. 221/A , Sector 51-A , Chandigarh		9814853053		
23	Sunita Prabhakar	H.NO. 2161 , Sector 44-C , Chandigarh		9417366342		
24	Sita Ram	H.No 2259 , Sector 23-C , Chandigarh		9878293675		
25	Karnail Singh	H.NO. 457, Ph 9 , SAS Nagar		9815733163	kskotala57@gmail.com	
26	Prem Kumar	H.No. 2214/A , Sector 27-C , Chandigarh		9781297944		
27	Balwinder Kaur	H.NO 151/1, Sector 55-A , Chandigarh		8427009213	asstt2esteso@gmail.com	
28	Santosh Kumari	H.No 4654, Sector 70 , SAS Nagar		9780732659		
29	Sukhwinder Singh	H.NO. 692, Sector 59 , SAS Nagar		9855571070	shukhiinval@yahoo.in	
30	Harbhajan Kaur	H.NO. 1482/B , Sector 61, Chandigarh		8196058999		
31	Punam Gupta	H.NO. 2216/50 C , PEPSU Society , Chandigarh		9915839949	punamguptaeso@gmail.com	
32	Gurminder Kaur	H.No. 10,Ph 6 , SAS NAGAR		8558932490	gurmovi1972@gmail.com	
33	Ranjeet Singh	H.No. 235 , Gurdev Nagar , Zirakpur		9888139907	anandkuteer16@gmail.com	
Senior.Astt.						
34	Vijay Lakshmi	H.No. 5807 A , Sector 38 West , Chandigarh		9041872500	vijaylakshmi235@gmail.com	
35	Satish Kumar	H.No. 216 , Sector 29 A , Chandigarh		9814007344	skmondil98@gmail.com	
36	Sushma Devi	H.NO. 2613 , Sector 22-C , Chandigarh		9988280210		
37	Upinder Kaur	H.No. 88 , Sector 15-A , Chandigarh		8054014335	uklamba@yahoo.com	
38	Rakesh Kumar	H.No 842 , Ph. 10 , SAS Nagar		9463594403		

39	Balwinder Kaur	H.NO. 5082/2 , Cat.-III , Mani Majra , MHC,.		9417512373	assttesteso@gmail.com	
40	Veena Rani	H.No . 207,Sector 4 , Mansa Devi Complex , Panchkula		8054791617		
Senior Scale Stenographer						
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4	Nanak Dev , Peon/Sweeper- cum- Chowkidar	V.P.O Atla Kalan Teh & Distt. Mansa	01652228508	9779677249	dyesa_mansa@yahoo.in	01652228508
5	Kamaljeet Singh , Clerk	V.P.O. Tibba Teh. Dhuri Distt. Sangrur	01652228508	9781429203	dyesa_mansa@yahoo.in	01652228508

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9	Rajdawinder Kaur , Investigator	V.P.O Pakhopura Teh And Distt Tarn Taran .	01852222790	9781660090	desatarntaran@rediffmail.com	01852222790
10	Kamal Kaur , Peon/Sweeper-cum-Chowkidar	Village lahuka tehsil patti distt tarn taran.	01852222790	9872801090	desatarntaran@rediffmail.com	01852222790
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22. Pathankot						
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3	Raj Kumar , Statistical Assistant	V.P.O. Khanpur Chowk, Pathankot	01862221200	9464866668	dyesapathankot@yahoo.in	01862221200
4	Rajesh Sharma , Investigator	C/O/ Puran Chand, Village Bhoom. Post Office Dharkalan, Pathankot	01862221200	7837109376	dyesapathankot@yahoo.in	01862221200
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10th Manual: Monthly Remuneration received by officers & employees including system of compensation

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

Head Office

(As on 31.3.2016)

SNo.	Name	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
Economic Adviser					
1	Mohan Lal Sharma	37400-67000	43220	8800	124948
Director					
2	Tirath Singh	15600-39100	38840	8400	104576
3	Parminder Singh	15600-39100	38840	8400	104576
Joint Director					
4	Kuldeep Kaur	15600-39100	35430	7600	95794
5	Jagdeep Singh	15600-39100	34520	7600	93801
6	Harvinder Singh	15600-39100	37410	7600	100130
Dy. Economic & Statistical Adviser					
7	Deepinder Kaur	15600-39100	29760	6600	89520
8	Chanchal Bala	15600-39100	25120	6600	78931
Research Officer					
9	Labh Singh	15600-39100	22000	5400	61126
10	Gurmeet Singh	15600-39100	28350	5400	75033
11	Meena Rani	15600-39100	23120	5400	69283
12	Sarabjit Kaur	15600-39100	23150	5400	69355
Assistant Research Officer					
13	Sadhu Ram	10300-34800	19070	4600	52967
14	Divya Ratan Pal	10300-34800	19280	4600	57993
15	Sukhdev	10300-34800	18120	4600	55431
16	Gursharan Kaur	10300-34800	17480	4600	53691
17	Neelam Narang	10300-34800	17480	4600	49275
18	Miury	10300-34800	22240	4600	65068
19	Poonam Joshi	10300-34800	18120	4600	55221
Supdt. Grade-II					
20	Suresh Kumar Chauhan	10300-34800	22020	4800	65720
Statistical Assistant					
21	Surinder Singh	10300-34800	16980	4400	47952
22	Satwinder Kaur	10300-34800	16870	4400	51755
23	Sunita Prabhakar	10300-34800	16950	4400	51947
24	Sita Ram	10300-34800	12890	4400	39385
25	Karnail Singh	10300-34800	23240	4400	66980
26	Prem Kumar	10300-34800	17550	4400	48991
27	Balwinder Kaur	10300-34800	18580	4400	55842
28	Santosh Kumari	10300-34800	17450	4400	53142

29	Sukhwinder Singh	10300-34800	17550	4400	53381
30	Harbhajan Kaur	10300-34800	17540	4400	53357
31	Punam Gupta	10300-34800	16980	4400	52018
32	Gurminder Kaur	10300-34800	14090	4400	42964
33	Ranjeet Singh	10300-34800	18260	4400	55077
Senior.Astt.					
34	Vijay Lakshmi	10300-34800	16900	4400	52427
35	Satish Kumar	10300-34800	15220	4400	44488
36	Sushma Devi	10300-34800	20040	4400	59932
37	Upinder Kaur	10300-34800	16900	4400	52427
38	Rakesh Kumar	10300-34800	16940	4400	52523
39	Balwinder Kaur	10300-34800	20050	4400	60166
40	Veena Rani	10300-34800	20840	4400	61844
Senior Scale Stenographer					
41	Anuba Rani	10300-34800	20630	4400	61342
42	Harbans Singh	10300-34800	20230	4400	60386
43	Mohinder Kaur	10300-34800	21750	4400	58789
Junior Scale Stenographer					
44	Usha Peepat	10300-34800	17330	3600	51603
45	Chand Kiran	10300-34800	18430	3600	54022
46	Jaswinder Kaur D O Sham Singh	10300-34800	16890	3600	50341
47	Inderjit Kaur	10300-34800	19080	3600	51039
48	Krishna Devi	10300-34800	19880	3600	57487
Steno-Typist					
49	Shashi Bala	10300-34800	16250	3200	43916
50	Satnam Singh	10300-34800	16250	3200	47806
51	Radha	10300-34800	16250	3200	47756
52	Jaswinder Kaur D O Balwant Singh	10300-34800	16250	3200	43916
Junior Assistant					
53	Parma Nand	10300-34800	12520	3600	35359
54	Randhir Kaur	10300-34800	12660	3600	40231
55	Salamdin	10300-34800	12660	3600	40831
56	Mandeep Singh	10300-34800	12660	3600	40231
57	Dilbag Singh	10300-34800	12660	3600	40231
58	Harminder Singh	10300-34800	14380	3600	44552
59	Narinder Kaur	10300-34800	12660	3600	40231
Clerk					
60	Sanjeev Kumar	10300-34800	11670	3200	33835
61	Gurbinder Singh	10300-34800	12010	3200	37602
62	Saroj Bala	10300-34800	12010	3200	37622
63	Sujata Goyal	10300-34800	12010	3200	37602
64	Kulbir Singh	10300-34800	12670	3200	39199
65	Rahul Kalra	10300-34800	12010	3200	37602
66	Kanwaljit Kaur	10300-34800	12010	3200	34560

67	Jagdish Kumar	10300-34800	11660	3200	33813
68	Kulwinder Singh	10300-34800	12010	3200	37602
Investigator					
69	Kuljeet Singh	5910-20200	11560	1900	33194
70	Amanpreet Kaur	5910-20200	10050	1900	30008
71	Jasvir Kaur	5910-20200	7200	1900	22958
72	Jaswinder Kaur	5910-20200	10350	1900	28845
73	Nancy	5910-20200	6930	1900	22312
74	Harish Kumar	5910-20200	10350	1900	30745
75	Amanjot Kaur	5910-20200	10350	1900	30745
76	Mukta Passi	5910-20200	12540	1900	38489
77	Satkiran Lilly Bhullar	5910-20200	12560	1900	38536
78	Manjeet Kaur	5910-20200	10350	1900	30745
79	Kulwinder Kaur	5910-20200	9800	1900	29411
Driver					
80	Balwinder Singh	5910-20200	12260	2400	38323
81	Charanjit Singh	5910-20200	16550	2400	45145
82	Amandeep Singh	5910-20200	9080	2400	29747
Daftri					
83	Chhota Ram	4900-10680	14110	1650	36292
Peon/Sweeper-cum-Chowkidar					
84	Balwinder Singh	4900-10680	10280	1650	27904
85	Ravinder Singh	4900-10680	6430	1650	20521
86	Harparnam	4900-10680	13330	1650	34984
87	Sandeep Singh	4900-10680	10970	1650	31989
88	Sodagar Khan	4900-10680	13270	1650	37486
89	Vishvajeet	4900-10680	11890	1650	31430
90	Jagdish Rai	4900-10680	12940	1650	37308
91	Manjit Singh	4900-10680	6810	1650	21332
92	Charanjit Kaur	4900-10680	6670	1650	21095
93	Sandeep Kumar Gupta	4900-10680	12550	1650	35766
94	Sukhdev Singh	4900-10680	7400	1650	22840
95	Gourav Parmar	4900-10680	4900	1650	0
96	Gurjeet Ram	4900-10680	6900	1650	19935
97	Gursevak Singh	4900-10680	7400	1650	22840
98	Anil Kumar	4900-10680	9040	1650	26779
99	Vijay Kumar	4900-10680	13300	1650	37768
100	Rajinder Singh	4900-10680	12900	1650	33852
101	Prema	4900-10680	11230	1650	29985
102	Dilbag Singh	4900-10680	14500	1650	37137
103	Kamla Pati Gautam	4900-10680	10910	1650	29284
104	Raman Kumar	4900-10680	7400	1650	21030

District Level

(As on 31.3.2016)

SNo.	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
1. Amritsar					
1	Charanjit Singh ,Research Officer	15600-39100	29800.00	5400	72342.00
2	Niamat Singh ,Statistical Assistant	10300-34800	18490.00	4400	45111.00
3	Sandeep Kumar ,Statistical Assistant	10300-34800	18490.00	4400	45111.00
4	Sadhana Sharma ,Statistical Assistant	10300-34800	20130.00	4400	49031.00
5	Davinder Kaur ,Senior.Astt.	10300-34800	15510.00	4400	38569.00
6	Kulwinder Kaur ,Steno-Typist	10300-34800	17690.00	3200	43529.00
7	Arun Kumar ,Investigator	5910-20200	15640.00	1900	38230.00
8	Simranjit Kaur ,Investigator	5910-20200	11550.00	1900	27778.00
9	Balwinder Singh ,Investigator	5910-20200	12500.00	1900	30725.00
10	Amandeep Kaur ,Investigator	5910-20200	11160.00	1900	26306.00
11	Parminder Singh ,Investigator	5910-20200	15760.00	1900	38516.00
12	Sukhcharanjit Singh ,Investigator	5910-20200	12500.00	1900	30725.00
13	Amarpal Kaur ,Investigator	5910-20200	15210.00	1900	35581.00
14	Baljit Kaur ,Investigator	5910-20200	11550.00	1900	27893.00
15	Kawaljit Kaur ,Investigator	5910-20200	12500.00	1900	29375.00
16	Malkit Kaur ,Peon/Sweeper-cum-Chowkidar	4900-10680	8520.00	1650	21573.00
17	Prem Chand ,Peon/Sweeper-cum-Chowkidar	4900-10680	10490.00	1650	36480.00
18	Parveen Sharma ,Peon/Sweeper-cum-Chowkidar	4900-10680	10790.00	1650	26998.00
19	Kamalpreet Kaur ,Clerk	10300-34800	15210.00	3200	37602.00
20	Narinder Singh ,Clerk	10300-34800	15210.00	3200	37602.00
21	Asha Rani ,Clerk	10300-34800	15210.00	3200	37602.00
2. Bathinda					
1	S Harbans Singh ,Dy. Economic & Statistical Adviser	15600-39100	31590.00	6600	80660.00
2	Shinder Pal Singh ,Senior.Astt.	10300-34800	17440.00	4400	53808.00
3	Gurmail Singh ,Junior Assistant	10300-34800	12660.00	3600	40111.00

4	Charnjeet Kaur ,Investigator	5910-20200	12010.00	1900	37702.00
5	Sandeep Kumar ,Investigator	5910-20200	9800.00	1900	29311.00
6	Gurpreet Kaur ,Investigator	5910-20200	9800.00	1900	29311.00
7	Ranjeet Singh ,Investigator	5910-20200	12560.00	1900	38416.00
8	Kuldeep Singh ,Data Entry Operator	5910-20200	14310.00	1900	41045.00
9	Karamjit Singh ,Head Peon	4900-10680	11270.00	1800	27480.00
10	Inderjit Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	12500.00	1650	36136.00
11	Jeet Ram ,Peon/Sweeper-cum-Chowkidar	4900-10680	13300.00	1650	30762.00
3. Faridkot					
1	Naresh Kumar ,Research Officer	15600-39100	22050.00	5400	64547.00
2	PARAMJIT KAUR ,Senior.Astt.	10300-34800	17650.00	4400	52656.00
3	Tarsem Lal ,Investigator	5910-20200	9800.00	1900	28415.00
4	Ashu Kumar ,Investigator	5910-20200	12010.00	1900	35961.00
5	GIRISH KUMAR ,Investigator	5910-20200	9800.00	1900	28415.00
6	SUKHJIT SINGH ,Peon/Sweeper-cum-Chowkidar	4900-10680	6430.00	1650	19815.00
7	BALJIT SINGH ,Peon/Sweeper-cum-Chowkidar	4900-10680	13350.00	1650	36814.00
8	PURAN SINGH ,Clerk	10300-34800	12010.00	3200	36361.00
4. Fatehgarh Sahib					
1	Lal Singh ,Assistant Research Officer	10300-34800	20120.00	4600	57409.00
2	Usha Rani ,Senior.Astt.	10300-34800	17000.00	4400	50406.00
3	Harmandeep Kaur ,Investigator	5910-20200	10350.00	1900	29375.00
4	Mota Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	7080.00	1650	20300.00
5	Jagdish Kumar ,Clerk	10300-34800	14020.00	3200	40584.00
5. Firozpur					
1	Gurinder Singh ,Statistical Assistant	10300-34800	14090.00	4400	44529.00
2	Dalbir Singh ,Senior.Astt.	10300-34800	21200.00	4400	61944.00
3	Harjinder Pal ,Steno-Typist	10300-34800	12470.00	3200	35467.00
4	Kuldeepak ,Investigator	5910-20200	9800.00	1900	30063.00
5	Nirmal Singh ,Investigator	5910-20200	9800.00	1900	28116.00
6	Gurpreet Singh ,Investigator	5910-20200	10350.00	1900	30313.00
7	Baljit Singh ,Investigator	5910-20200	9800.00	1900	28116.00

8	Gurnam Kaur ,Data Entry Operator	5910-20200	14820.00	1900	41580.00
9	Gurpreet Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	6190.00	1650	18280.00
10	Jiwan ,Peon/Sweeper-cum-Chowkidar	4900-10680	12770.00	1650	35614.00
11	Sanjeev Maini ,Clerk	10300-34800	12010.00	3200	37122.00
12	Baljit Kaur ,Clerk	10300-34800	12010.00	3200	36872.00
6. Gurdaspur					
1	Ashok Kumar ,Research Officer	15600-39100	26050.00	5400	75380.00
2	Manmohan Singh ,Senior.Astt.	10300-34800	23080.00	4400	54178.00
3	Kulwantpal Kaur ,Steno-Typist	10300-34800	14590.00	3200	42157.00
4	Kewal Singh ,Junior Assistant	10300-34800	12660.00	3600	38730.00
5	Paramjit Kaur ,Junior Assistant	10300-34800	14620.00	3600	43248.00
6	Renu Bala ,Investigator	5910-20200	9950.00	1900	28948.00
7	Davinder Kaur ,Investigator	5910-20200	9950.00	1900	27923.00
8	Sharanjit Singh ,Investigator	5910-20200	9800.00	1900	27997.00
9	Gurpreet Singh ,Investigator	5910-20200	8770.00	1900	24990.00
10	Charanjit Singh ,Investigator	5910-20200	8450.00	1900	24795.00
11	Suman Bala ,Investigator	5910-20200	9990.00	1900	26502.00
12	Kimrajit Kaur ,Peon/Sweeper-cum-Chowkidar	4900-10680	8190.00	1650	23888.00
13	Nishan Singh ,Clerk	10300-34800	10300.00	3200	32268.00
7. Hoshiarpur					
1	Rakesh Kalia ,Dy. Economic & Statistical Adviser	15600-39100	29930.00	6600	87567.00
2	Balwant Singh ,Assistant Research Officer	10300-34800	17520.00	4600	52608.00
3	Paramjit Singh ,Statistical Assistant	10300-34800	17450.00	4400	51983.00
4	Jog Raj ,Statistical Assistant	10300-34800	16950.00	4400	50436.00
5	Ved Parkash ,Statistical Assistant	10300-34800	14090.00	4400	43604.00
6	Paramjit Singh ,Statistical Assistant	10300-34800	16980.00	4400	50295.00
7	Rajinder Kaur ,Senior.Astt.	10300-34800	15700.00	4400	48532.00
8	Lakhwinder Singh ,Steno-Typist	10300-34800	14590.00	3200	42334.00
9	Sukhjinder Singh ,Investigator	5910-20200	9800.00	1900	28415.00

10	Dharminder Singh ,Investigator	5910-20200	9800.00	1900	28833.00
11	Gurdial Singh ,Investigator	5910-20200	10350.00	1900	29688.00
12	Rajni Kumari ,Peon/Sweeper-cum-Chowkidar	4900-10680	5730.00	1650	18195.00
13	Vinay Kumar ,Clerk	10300-34800	12010.00	3200	36361.00
8. Jalandhar					
1	Rani ,Dy. Economic & Statistical Adviser	15600-39100	29060.00	6600	88347.00
2	Sunita Paul ,Research Officer	15600-39100	23020.00	5400	69044.00
3	Deepak Grewal ,Statistical Assistant	10300-34800	14090.00	4400	45111.00
4	Beant Singh ,Statistical Assistant	10300-34800	16750.00	4400	51469.00
5	Gurmej Singh ,Senior.Astt.	10300-34800	15220.00	4400	48412.00
6	Bimla Devi ,Steno-Typist	10300-34800	16730.00	3200	48953.00
7	Rajbaljinder Singh ,Investigator	5910-20200	7810.00	1900	24057.00
8	Kanta Kumari ,Investigator	5910-20200	9990.00	1900	29161.00
9	Vinod Beri ,Investigator	5910-20200	10350.00	1900	30725.00
10	Ramandeep Kaur ,Investigator	5910-20200	10040.00	1900	28551.00
11	Baldev Singh ,Investigator	5910-20200	9450.00	1900	28455.00
12	Balbir Chand ,Investigator	5910-20200	9450.00	1900	27800.00
13	Mandeep Kaur ,Investigator	5910-20200	9450.00	1900	26950.00
14	Harjit Kaur ,Data Entry Operator	5910-20200	14310.00	1900	42384.00
15	Sukhwinder Singh ,Driver	5910-20200	15950.00	2400	47621.00
16	Dhira Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	7130.00	1650	22444.00
17	Jagir Kaur ,Peon/Sweeper-cum-Chowkidar	4900-10680	11220.00	1650	32587.00
18	Rani ,Peon/Sweeper-cum-Chowkidar	4900-10680	9330.00	1650	27472.00
19	Jagdev Singh ,Clerk	10300-34800	10300.00	3200	33535.00
20	Ashni Kumar ,Clerk	10300-34800	12010.00	3200	37622.00
9. Kapurthala					
1	Bhupinder Kaur ,Dy. Economic & Statistical Adviser	15600-39100	34190.00	6600	72161.00
2	Rahul Kumar ,Statistical Assistant	10300-34800	14090.00	4400	35044.00
3	Shashi Kiran ,Senior.Astt.	10300-34800	15230.00	4400	40084.00
4	Neelam Kumari ,Junior Assistant	10300-34800	12660.00	3600	31016.00

5	Gurmail Singh ,Junior Assistant	10300-34800	14230.00	3600	34497.00
6	Jagpal Singh ,Investigator	5910-20200	12010.00	1900	27922.00
7	Sarwan Singh ,Investigator	5910-20200	9000.00	1900	18025.00
8	Palwinder Singh ,Investigator	5910-20200	9800.00	1900	25768.00
9	Tamsa Adia ,Data Entry Operator	5910-20200	14300.00	1900	31779.00
10	Gurmukh Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	7380.00	1650	18622.00
10. Ludhiana					
1	Surinder Kumar ,Research Officer	15600-39100	22000.00	5400	66666.00
2	Kashmira Singh ,Assistant Research Officer	10300-34800	20930.00	4600	61997.00
3	Pushpinder Kumar ,Statistical Assistant	10300-34800	15140.00	4400	47681.00
4	Harninder Kaur ,Junior Assistant	10300-34800	3600.00	3600	37039.00
5	Gurwinder Kaur ,Investigator	5910-20200	10140.00	1900	28436.00
6	Jyoti ,Investigator	5910-20200	12660.00	1900	28535.00
7	Pinki Jagdev ,Investigator	5910-20200	10150.00	1900	29489.00
8	Manjit Kaur ,Investigator	5910-20200	10140.00	1900	29825.00
9	Neena Tangri ,Investigator	5910-20200	12470.00	1900	38381.00
10	Sukhraj Kaur ,Data Entry Operator	5910-20200	14210.00	1900	38453.00
11	Subhash Chand ,Data Entry Operator	5910-20200	14970.00	1900	42444.00
12	Surinder Kumar ,Head Peon	4900-10680	13280.00	1800	37570.00
13	Narinder Kumar ,Peon/Sweeper-cum-Chowkidar	4900-10680	3180.00	1650	10600.00
14	Santokh Singh ,Clerk	10300-34800	12010.00	3200	37682.00
15	Ravinderpal Singh ,Clerk	10300-34800	12010.00	3200	37682.00
11. Mansa					
1	Bahader Singh ,Assistant Research Officer	10300-34800	21130.00	4600	59061.00
2	Varinder Kumar ,Investigator	5910-20200	10560.00	1900	29073.00
3	Iqbal Singh ,Peon/Sweeper-cum-Chowkidar	4900-10680	10110.00	1650	27633.00
4	Nanak Dev ,Peon/Sweeper-cum-Chowkidar	4900-10680	6430.00	1650	19270.00
5	Kamaljeet Singh ,Clerk	10300-34800	12010.00	3200	35448.00
12. Moga					
1	Parveen Kumari ,Research Officer	15600-39100	27650.00	5400	65010.00

2	Bhupinder Singh ,Assistant Research Officer	10300-34800	26490.00	4600	59155.00
3	Surinder Singh ,Steno- Typist	10300-34800	15210.00	3200	34536.00
4	SHIVDEEP GOYAL ,Investigator	5910-20200	11800.00	1900	28415.00
5	Arsal Singh ,Investigator	5910-20200	14760.00	1900	33358.00
6	Varjinder Kaur ,Data Entry Operator	5910-20200	16840.00	1900	37714.00
7	Poonam ,Clerk	10300-34800	14760.00	3200	34148.00
13. Sri Muktsar Sahib					
1	Ranjit Singh ,Investigator	5910-20200	11550.00	1900	27489.00
2	Lakhwinder Singh ,Investigator	5910-20200	11950.00	1900	28415.00
3	Rupinder Singh ,Investigator	5910-20200	15320.00	1900	36216.00
14. SBS Nagar					
1	Harmesh Kumar ,District Statistical Officer	10300-34800	26490.00	5000	61662.00
2	Jaswant Singh ,Statistical Assistant	10300-34800	21350.00	4400	49692.00
3	kulwinder Kaur ,Junior Assistant	10300-34800	17070.00	3600	40340.00
4	Surinder Singh ,Investigator	5910-20200	17710.00	1900	42369.00
5	Gurinder Badhan ,Investigator	5910-20200	8810.00	1900	20899.00
6	Himmat Kumar ,Peon/Sweeper-cum- Chowkidar	4900-10680	11020.00	1650	26346.00
15. Patiala					
1	Smt Parminder Kaur ,Dy. Economic & Statistical Adviser	15600-39100	36170.00	6600	89446.00
2	Jagdeep Singh ,Senior.Astt.	10300-34800	25470.00	4400	60792.00
3	Jagjit Kaur ,Junior Assistant	10300-34800	16260.00	3600	40111.00
4	Amardeep Kaur ,Investigator	5910-20200	15210.00	1900	37702.00
5	Ashwani Kumar ,Investigator	5910-20200	11950.00	1900	29311.00
6	Kamaljit Kaur ,Investigator	5910-20200	12180.00	1900	28581.00
7	Hemant Kumar ,Investigator	5910-20200	10410.00	1900	24721.00
8	Jaswinder Kaur ,Investigator	5910-20200	14760.00	1900	37102.00
9	Bikramjit Singh ,Investigator	5910-20200	11450.00	1900	27489.00
10	Gurwinder Kaur ,Data Entry Operator	5910-20200	16310.00	1900	40089.00
11	Gurcharan Singh ,Driver	5910-20200	14700.00	2400	37553.00

12	Ram Lubhaya ,Peon/Sweeper-cum- Chowkidar	4900-10680	8520.00	1650	19809.00
13	Pal Singh ,Peon/Sweeper- cum-Chowkidar	4900-10680	14800.00	1650	36692.00
14	Gurkirpal Singh ,Clerk	10300-34800	15210.00	3200	37702.00
16. Rupnagar					
1	Ram Lubhaya ,Dy. Economic & Statistical Adviser	15600-39100	28520.00	6600	83425.00
2	Arvinder Singh ,Assistant Research Officer	10300-34800	18900.00	4600	54615.00
3	Balvir Chand ,Junior Assistant	10300-34800	16740.00	3600	47829.00
4	Charanjit Singh ,Junior Assistant	10300-34800	12660.00	3600	38485.00
5	Karnail Singh ,Investigator	5910-20200	10350.00	1900	30125.00
6	Navdeep Kaur ,Investigator	5910-20200	6930.00	1900	21314.00
7	Sukhvinder Singh ,Investigator	5910-20200	7180.00	1900	21887.00
8	Sukhvinder Singh ,Data Entry Operator	5910-20200	14800.00	1900	40482.00
9	Iqbaljit Singh ,Data Entry Operator	5910-20200	14820.00	1900	40527.00
10	Darshan Singh ,Driver	5910-20200	16550.00	2400	46980.00
11	Ashok Kumar ,Peon/Sweeper-cum- Chowkidar	4900-10680	7660.00	1650	21899.00
12	Balwinder Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	13330.00	1650	35987.00
13	Sampuran Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	13810.00	1650	37086.00
17. Sangrur					
1	Paramjeet Singh ,Dy. Economic & Statistical Adviser	15600-39100	36360.00	6600	87173.00
2	Raj Kumar ,Statistical Assistant	10300-34800	21350.00	4400	50226.00
3	Gurjant Singh ,Statistical Assistant	10300-34800	18490.00	4400	40793.00
4	Neta Singh ,Senior.Astt.	10300-34800	21620.00	4400	48748.00
5	Sukhwinder Singh ,Junior Assistant	10300-34800	16260.00	3600	39492.00
6	Manpreet Singh ,Investigator	5910-20200	9870.00	1900	23352.00
7	Sandeep Rani ,Investigator	5910-20200	9870.00	1900	23352.00
8	Karanjit Singh ,Investigator	5910-20200	12570.00	1900	28278.00
9	Iqbal Singh ,Data Entry Operator	5910-20200	17370.00	1900	40711.00

10	Tarsem Chand ,Peon/Sweeper-cum- Chowkidar	4900-10680	10090.00	1650	23207.00
11	Bhag Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	9040.00	1650	22438.00
12	Sandeep Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	7170.00	1650	17708.00
18. SAS Nagar					
1	Devinder Kumar ,Dy. Economic & Statistical Adviser	15600-39100	33600.00	6600	83424.00
2	Harwinder Singh ,Junior Assistant	10300-34800	16260.00	3600	40831.00
3	Harmeet Kaur ,Investigator	5910-20200	15210.00	1900	34692.00
4	Beant Singh ,Investigator	5910-20200	8920.00	1900	21297.00
5	Tarsam Singh ,Investigator	5910-20200	12500.00	1900	30125.00
6	Rajwinder Kaur ,Investigator	5910-20200	12690.00	1900	30721.00
7	Ajaib Singh ,Data Entry Operator	5910-20200	17370.00	1900	42384.00
8	Jagga Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	14840.00	1650	36908.00
19. Barnala					
1	Basant Singh ,Statistical Assistant	10300-34800	17590.00	4400	51707.00
2	Kuldip Kaur ,Junior Assistant	10300-34800	18360.00	3600	52087.00
3	Sukhmeet Singh ,Investigator	5910-20200	9450.00	1900	27893.00
4	Rashpal Singh ,Peon/Sweeper-cum- Chowkidar	4900-10680	7380.00	1650	21955.00
20. Tarn Taran					
1	Amandeep Singh ,Research Officer	15600-39100	26680.00	5400	63364.00
2	Tajinder Pal Singh ,Junior Assistant	10300-34800	16260.00	3600	38892.00
3	Avtar Singh ,Investigator	5910-20200	12500.00	1900	30000.00
4	Parmjeet Kaur ,Investigator	5910-20200	12510.00	1900	30024.00
5	Sukhwinder Kaur ,Investigator	5910-20200	12500.00	1900	30750.00
6	Navdeep Kaur ,Investigator	5910-20200	10780.00	1900	25706.00
7	Rajbir Kaur ,Investigator	5910-20200	12500.00	1900	30125.00
8	Bhupinder Kaur ,Investigator	5910-20200	15210.00	1900	36494.00
9	Rajdawinder Kaur ,Investigator	5910-20200	15210.00	1900	36494.00

10	Kamal Kaur ,Peon/Sweeper-cum- Chowkidar	4900-10680	9040.00	1650	22038.00
21. Fazilka					
1	Harpal Singh ,Investigator	5910-20200	12010.00	1900	35961.00
2	Harjinder Singh ,Investigator	5910-20200	9800.00	1900	29013.00
22. Pathankot					
1	Ravinder Pall Dutta ,Research Officer	15600-39100	27740.00	5400	65219.00
2	Surjit Singh ,Assistant Research Officer	10300-34800	24200.00	4600	56823.00
3	Raj Kumar ,Statistical Assistant	10300-34800	21380.00	4400	50295.00
4	Rajesh Sharma ,Investigator	5910-20200	15670.00	1900	35644.00
5	Parveen Kumar ,Clerk	10300-34800	14330.00	3200	34460.00

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:

(As on 31.3.2016)

Sr.No.	Name of the Scheme	Annual Budget Allotment (2015-16)	Expenditure incurred upto 31.3.16	Agency	Remarks
	Major Head:3454-Census Survey & Statistics				
1.	201-01-National Sample Survey Non Plan	1,60,35,000	1,32,46,000	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	17,08,57,000	13,97,32,000	District level & Head Quarter	-
3.	204-02.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	2,50,18,000	1,97,44,000	District level & Head Quarter	-
4.	100% Centrally Sponsored Scheme. C.S.I Conduct of 6 th Economic Census Survey of Punjab.	10,00,000	2,95,000	Head Quarter	-
5.	CSST-5-D Strengthening of District Planning Committies at District Level	1,50,00,000	1,21,85,000	District level	-
6.	CSST-3 Monitoring cell for MPLAD Scheme in Punjab	Nil	Nil	Head Quarter	-
7.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	15,50,000	13,86,000	Head Quarter	-
8.	CSST-5 Strengthening of DPC Cell at Stat Head quarter	Nil	Nil	Head Quarter	-
9.	ISSP-CSS Scheme	Nil	Nil	Head Quarter	-

10.	Basic Statistics for Local Level Development	Nil	Nil	Head Quarter	-
11	Urban Statistics for Local Level Development	8,00,000	3,03,000	Head Quarter	-
12	Geospatial Information system	1,04,00,000	49,21,000	Head Quarter	-
13	Conduct of Family Budget Survey	3,30,000	Nil	Head Quarter	-
14	13 th Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	4,98,26,000	1,10,76,000	District level & Head Quarter	-
15	204-CSO-800-Other expenditure, 01:-Purchase of Computer	1,50,000	1,01,000	District level & Head Quarter	-
	Total	29,09,66,000	20,29,89,000	-	-

12th Manual: Manner of execution of subsidy programmes

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

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

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

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

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

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form:

1. Statistical Reports
2. Establishment Matters

14.2 Name/title of the document/record/other information:

- a) GSDP and related Aggregates
- b) ISSP
- c) Finance Commission
- d) MPLADS
- e) Twenty Point Programme
- f) Economic Census
- g) HDR
- h) GIS
- i) Indices
- j) Publications and Data
- k) Adhoc Survey
- l) Tender
- m) CSA-2008
- n) RTI
- o) Personal Establishment Matters

14.3 Location where available:

www.esopb.gov.in

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

15.1 Name & location of the facility:

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

15.3 Working hours of the facility:

15.4 Details of information made available:

Note: The department basically deals with statistical matters. All Statistical data is made available at website www.esopb.gov.in

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

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

At Head Office

(As on 31.3.2016)

SNO.	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Mohan Lal Sharma	Economic Adviser	Appellate Authority	Economic and Statistical Organisation , SCO 35-36 , Sector 17-E , Chandigarh	01722704540	01722543233	despunjabchd@gmail.com
2	Parminder Singh	Director	P.I.O	Economic and Statistical Organisation , SCO 35-36-17, Sector 17-E , Chandigarh	01722704944	01722543233	ddoesopb@gmail.com
3	Meena Rani	Research Officer	A.P.I.O	ESO , SCO 35-36, Sector 17-E, Chandigarh	01722704540	01722543233	compilationeso@gmail.com

At District Level

SNO.	District Name	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Amritsar	Charanjit Singh	Research Officer	P.I.O	O/O Dyesa Zila Parishad Complex, Amritsar	01832565999	01832565999	dyesa_asr@rediffmail.com
		Sadhana Sharma	Statistical Assistant	A.P.I.O	O/O Dyesa, Zila Parishad Complex, Amritsar	01832565999	01832565999	dyesa_asr@rediffmail.com
2	Bathinda	S Harbans Singh	Dy. Economic & Statistical Adviser	P.I.O	Room No.154 DAC Bathinda	01642217050	01642217050	dyesabtd@yahoo.com
		Ranjeet Singh	Investigator	A.P.I.O	Room No. 154 DCA Bathinda	01642217050	01642217050	dyaesabtd@yahoo.com
3	Faridkot	Naresh Kumar	Research Officer	P.I.O	O/o dy economic and statistical advisor jila parishad complex ara road fdk	01639250069	01639250069	dyesafdk@yahoo.co.in
		Ashu Kumar	Investigator	A.P.I.O	O/o dy economic and statistical advisor jila parishad complex ara road fdk	01639250069	01639250069	dyesafdk@yahoo.co.in

4	Fatehgarh Sahib	Ram Lubhaya	Dy. Economic & Statistical Adviser	P.I.O	Room No. 427, DC Complex, FGS	01763232363	01763232363	desa_fgs@yahoo.com
		Lal Singh	Assistant Research Officer	A.P.I.O	Romm No. 427, District Administrative Complex, Fatehgarh Sahib, Punjab.	01763232363	01763232363	desa_fgs@yahoo.com
5	Firozpur	Parveen Kumari	Research Officer	P.I.O	DAC Complex, Satluj Block 3rd Floor, Room no. 324 Moga	01636238330	01636238330	desamoga@hotmail.com
		Gurinder Singh	Statistical Assistant	A.P.I.O	DAC Complex Room No.213-14 2nd Floor Block C Ferozepur	01636238330	01636238330	desamoga@hotmail.com
6	Gurdaspur	Ashok Kumar	Reserach Officer	P.I.O	Court building Railway Road , Ambedkar Bhawan, Gurdaspur.	01874222722	01874222722	dyesagsp@yahoo.com
7	Hoshiarpur	Rakesh Kalia	Dy. Economic & Statistical Adviser	P.I.O	Dy.Economic & Statistical Adviser, Mini Secretariat, Hoshiarpur.	01882222391	01882222391	dyesahsp@yahoo.com
		Balwant Singh	Assistant Research Officer	A.P.I.O	Dy.Economic & Statistical Adviser, Mini Secretariat, Hoshiarpur.	01882222391	01882222391	dyesahsp@yahoo.in
8	Jalandhar	Rani	Dy. Economic & Statistical Adviser	P.I.O	Deputy Economic and Statistical Advisor Jalandhar	0181-2223804	0181-2223804	dyesa.jal@gmail.com
		Sunita Paul	Research Officer	A.P.I.O	Deputy Economic and Statistical Advisor, Jalandhar	0181-2223804	0181-2223804	dyesa.jal@gmail.com

9	Kapurthala	Bhupinder Kaur	Dy. Economic & Statistical Adviser	P.I.O	Dy. Economic and Statistical Advisor, Yojna Bhawan, Distt. Court, Kapurthala.	01822232477	01822232477	dyesa_kpt@yahoo.co.in
		Rahul Kumar	Statistical Assistant	A.P.I.O	Dy.Economic and Statistical Advisor, Yojna Bhawan, Distt. Court, Kapurthala.	01822232477	01822232477	dyesa_kpt@yahoo.co.in
10	Ludhiana	Surinder Kumar	Research Officer	P.I.O	Deputy Economic And Statistical Ludhiana	01612427243	01612427243	desaludhiana@yahoo.com
		Kashmira Singh	Assistant Research Officer	A.P.I.O	Deputy Economic And Statistical Ludhiana	01612427243	01612427243	desaludhiana@yahoo.com
11	Mansa	S Harbans Singh	Dy. Economic & Statistical Adviser	P.I.O	Room No.154 DAC Bathinda	01642217050	01642217050	dyesabti@yahoo.com
		Bahader Singh	Assistant Research Officer	A.P.I.O	Near Mini Sect. Mansa	01652228508	01652228508	bahader.aro@gmail.com
12	Moga	Parveen Kumari	Research Officer	P.I.O	DAC Complex, Satluj Block 3rd Floor, Room no. 324 Moga	01636238330	01636238330	desamoga@hotmail.com
		Bhupinder Singh	Assistant Research Officer	A.P.I.O	DAC Complex, Satluj Block, 3rd Floor, Room no. 324, Moga	01636238330	01636238330	desamoga@hotmail.com

13	Sri Muktsar Sahib	Smt Parminder Kaur	Dy. Economic & Statistical Adviser	P.I.O	Distt statistical office MKT	01633241453	01633241453	dyesa_muktsar@yahoo.co.in
		Rupinder Singh	Investigator	A.P.I.O	Room no 32-33 DC Office Sri Muktsar Sahib	01633509108	01633509108	dyesa_muktsar@yahoo.co.in
14	SBS Nagar	Harmesh Kumar	District Statistical Officer	P.I.O	Dy. Esa office s.b.s nagar	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
		Jaswant Singh	Statistical Assistant	A.P.I.O	Dy. Esa office s.b.s nagar	01823223090	01823503162	dy_esa_nsr@yahoo.co.in
15	Patiala	Smt Parminder Kaur	Dy. Economic & Statistical Adviser	P.I.O	# 26, Ranjit Bagh, Backside Sadbhawna Hospital Patiala	01752200232	01752201486	desapatiala@rediffmail.com
		Bikramjit Singh	Investigator	A.P.I.O	# 26, Ranjit Bagh, Backside Sadbhawna Hospital Patiala	01752200232	01752200232	desapatiala@rediffmail.com
16	Rupnagar	Ram Lubhaya	Dy. Economic & Statistical Adviser	P.I.O	Yojna Bhawan Rupnagar	01881220528	01881220528	dyesaropar@yahoo.co.in
		Arvinder Singh	Assistant Research Officer	A.P.I.O	Yojna Bhawan Rupnagar	01881220528	01881220528	dyesaropar@yahoo.co.in
17	Sangrur	Paramjeet Singh	Dy. Economic & Statistical Adviser	P.I.O	Near Central Patwar Khana Sangrur	01672235172	01672235172	desa_sgr@yahoo.co.in
		Raj Kumar	Statistical Assistant	A.P.I.O	Near Central Patwar Khana, Sangrur	01672235172	01672235172	desa_sgr@yahoo.in

18	SAS Nagar	Devinder Kumar	Dy. Economic & Statistical Adviser	P.I.O	DC Complex Phase 1 Mohali	0172226660	0172226660	dyesasasnagar@yahoo.com
		Ajaib Singh	Data Entry Operator	A.P.I.O	Phase 1 DC complex Mohali	0172226660	0172226660	dyesasasnagar@yahoo.com
19	Barnala	Paramjeet Singh	Dy. Economic & Statistical Adviser	P.I.O	D.C.Complex, Handiaya Road,Bar	01679-243232	01679-243232	desa_sgr@yahoo.co.in
		Basant Singh	Statistical Assistant	A.P.I.O	D.C.Complex, Handiaya Road,Barnala	01679-243232	01679-243232	dyesabnl@gmail.com
20	Tarn Taran	Amandeep Singh	Research Officer	P.I.O	O/O Desa Opp Central Co-Po Bank ,Sarhali Road, Tehsil Chowk, Tarn Taran	01852222790	01852222790	desatarntaran@rediffmail.com
		Tajinder Pal Singh	Junior Assistant	A.P.I.O	O/O Desa Opp Central Co-Op Bank,Sarhali Road Tehsil Chowk, Tarn Taran .	01852222790	01852222790	tajinder74palsingh@rediffmail.com
21	Fazilka	Naresh Kumar	Research Officer	P.I.O	Dy. Esa office fazilka	01638260292	01638260292	dyesafazilka@yahoo.com
		Harjinder Singh	Investigator	A.P.I.O	Civil Lines Opp. BDPO office Fazilka	01638260292	01638260292	dyesafazilka@yahoo.com
22	Pathankot	Ravinder Pall Dutta	Research Officer	P.I.O	Dy.e.s.a c/o b.d.p.o. Office, pathankot	01862221200	01862221200	dyesapathankot@yahoo.in
		Surjit Singh	Assistant Research Officer	A.P.I.O	Dy.e.s.a.c/o b.d.p.o. Office, pathankot	01862221200	01862221200	dyesapathankot@yahoo.in

Designated as:

Head Office

Public Information Officer Director (Admn)

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

At District Office

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

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

17th Manual: Any other useful information

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

FORM -1 ਫਾਰਮ -1

MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2015 UNDER SECTION 25 RTI ACT 2005

(ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2015 ਅੰਡਰ ਸੈਕਸ਼ਨ-25 ਆਰ.ਟੀ.ਆਈ.ਐਕਟ-2005)

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

Name of Parent Department: Economic and Statistical Organisation Punjab.

(ਦਫਤਰ) : ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ

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

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

Period From: 01-01-2015 To 31-12-2015

(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 (ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ-2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)																
			Section 8(1) (ਧਾਰਾਵਾਂ 8 (1))											Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)					
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others (ਹੋਰ)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400	859	-

FORM -2 ਫਾਰਮ -2

ANNUAL REPORT FOR THE YEAR 2015 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)
To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ)

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

(ਦਫਤਰ) : **ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ**

Period From: **01-01-2015** To **31-12-2015**

(ਅਵੱਧੀ) **DD-MM-YYYY** **DD-MM-YYYY**

Sr. No. ਲੜੀ ਨੰ:	Name of Public Authorities with the Department (ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ)	Public authorities who have filed annual returns (Yes/No) (ਉਹ ਪਬਲਿਕ ਅਥਾਰਟੀ ਜਿਨ੍ਹਾਂ ਨੇ ਸਲਾਨਾ ਰਿਪੋਰਟ ਭੇਜੀ ਹੈ (ਹਾ/ਨਹੀਂ))	Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ)	Number of cases where disciplinary action taken against any officer in respect of administration (ਅਨੁਸਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੀ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ)														Total registration fee collected (Rs.) (ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ)	Total additional fee collected (Rs.) (ਕੁੱਲ ਵਾਧੂ ਫੀਸ)	Total penalty levied & collected (Rs.) (ਕੁੱਲ ਜੁਰਮਾਨਾ)
						Relevant Sections of RTI Act 2005 ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)																
						Section 8(1) (ਧਾਰਾਵਾਂ 8 (1)										Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)						
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰ			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
1.	Secretary Planning (ਸਕੱਤਰ,	-	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400	859	-	

ਯੋਜਨਾ)																					
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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)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਾਰ,)	26-08-2015	07-09-2015		Yes (ਹਾਂ)	
2	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਾਰ,)	02-09-2015	07-10-2015		Yes (ਹਾਂ)	
3	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਾਰ,)	09-09-2015	05-10-2015		Yes (ਹਾਂ)	
4	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਾਰ,)	13-11-2015	08-12-2015		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
Aug.2015 ਅਗਸਤ-2015	-	1	1	-	1	-	-
Sept. 2015 ਸਤੰਬਰ-2015	-	2	2	-	2		
Nov.2015 ਨਵੰਬਰ-2015	-	1	1	-	1	-	-

Performa-B (ਪ੍ਰੋਫਾਰਮਾ -ਬੀ)

Department: Economic and Statistical Organisation, Punjab

(ਦਫਤਰ) : ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ

Period: 01-01-2015 to 31-12-2015

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Performa for Annual Return of the 1st appeals decided by 1st appellate authorities to the State Information Commission Punjab- Right to Information Act,2005

(ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਪ੍ਰੋਫਾਰਮਾ -ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਐਕਟ, 2005)

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)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	-	4	3	1	-	-	-	-	4	Correspondec (ਪੱਤਰ ਵਿਹਾਰ)
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17.4 List of completed schemes / projects / programmes: N.A

17.5 List of schemes/projects/programmes underway NA

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

17.7 Any other Information:

Form 'A'

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

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

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

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

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

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

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____ Dated: _____

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

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____
Web-site: _____
Tel. No : _____

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

3 This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

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

From _____

Dated:

To,

Sir/ Madam,

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

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

i).....

ii).....

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

Yours faithfully,

Public Information Officer.
E-mail address: _____
Web-site: _____
Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N. o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application				
				Amt.	Recpt 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