

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
Vit Te Yojna Bhawan, Plot No. 2B, Sector 33A,
CHANDIGARH

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

1.3 Key Objectives:

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

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

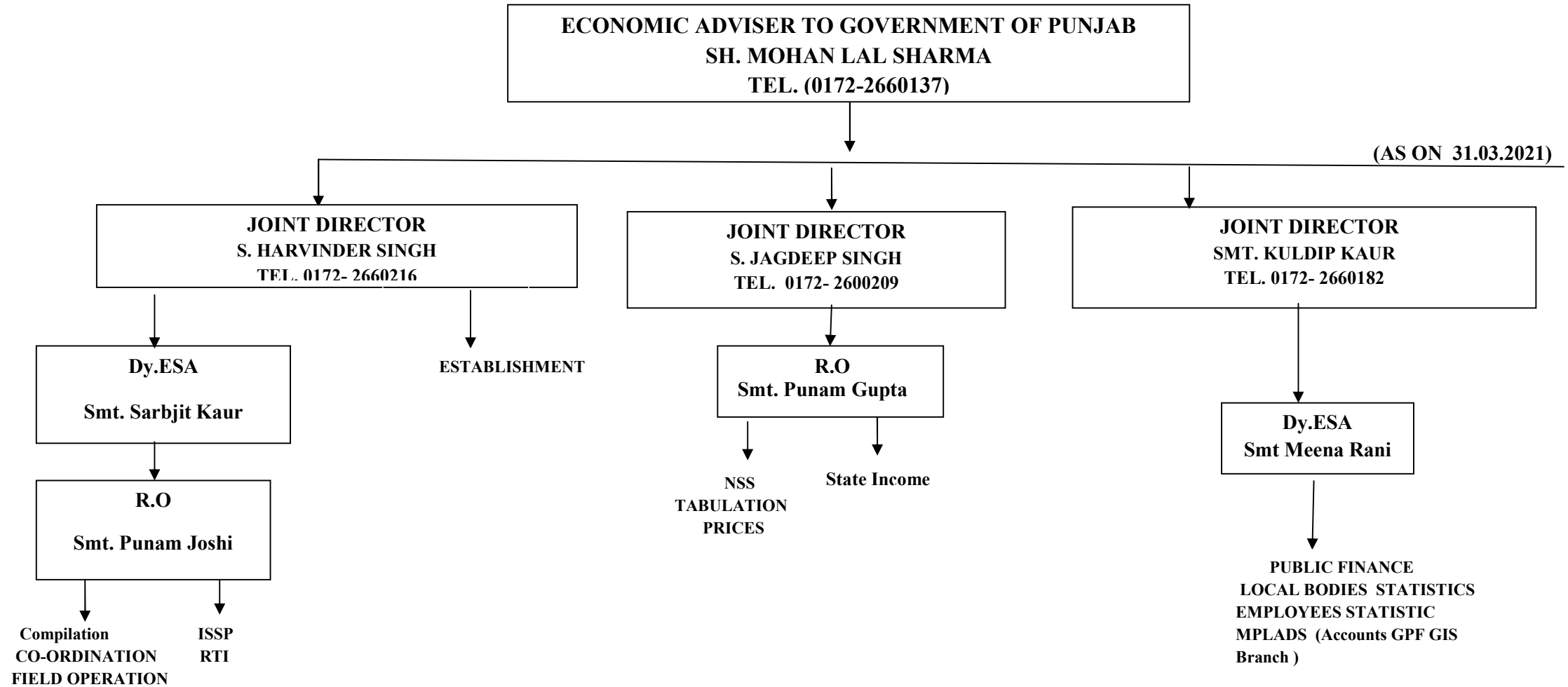
1.4 Functions and duties:

The main functions of this Organization are as under:-

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

1.5 Organization Chart:

ECONOMIC AND STATISTICAL ORGANISATION PUNJAB



2nd Manual: Powers & duties of officers & employees

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

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

2.2 Powers and duties of other employees:

Duties of Establishment Branch Employees

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

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

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

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

Service Rules of Economic & Statistical Organisation are available:

www.esopb.gov.in

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

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

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

3.2 Final decision making authority:

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

3.3 Related provisions, acts, rules etc:

Government of Punjab
Department of Planning
(Planning Branch)

STANDING ORDER

In pursuance of the provisions of Rules 18,19 and 28 (1) of the Rules of Business of the Govt. of Punjab ,1992 as framed vide Punjab Government Order No.15/1/92 –GC (2) /3214 dated 25th February,1992 (as per amended up to 28th February, 2005)and in super-session of the previous standing orders issued vide No. 12/30/90-SP/597-606 dated 29.5.2007 and No 12/30/90-5P/663-669 dated 23.06.2008 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I and Annexure 1-A (As per provision of Rule 28(1) ibid) shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister–in-charge of the Department) for passing orders and the cases mentioned in Annexure III shall be submitted to the Financial Commissioner/Principal Secretary/Secretary to the govt. of Punjab, Department of Planning .The cases mentioned in Annexure-IV shall be disposed of by the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Department of Planning.

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

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

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

Dated Chandigarh
10.5.2017

Manpreet Singh Badal
Finance&PlanningMinister,Punjab.

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

Dated Chandigarh the 15.5.2017

A copy is forwarded for information to the :-

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

Special Secretary Planning

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

Dated Chandigarh the 15.5.2017

Copy is forwarded to the :-

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

Special Secretary Planning

ANNEXURE-I

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

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

ANNEXURE-I A

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

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

ANNEXURE-II

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

I. General and Legislative Business

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

II.-A Plan Scheme (of all Departments)

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

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

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

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

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

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

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

ANNEXURE-III

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

I. General and Legislative Business

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

II. Plan Schemes to (of all Departments)

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

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

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

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

1. Appointments by direct recruitment to gazetted posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group-A posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-D, probationers. Reversion of Group-B officers.
4. Postings and transfer of Group-A officers when these do not involve change of station of posting.
5. (a) Crossing of proficiency step up by E.A./Director specialists and confirmation of E.A.
(b) Cross in which it is proposed to step an employee at the proficiency step up (except Group-A officers).
6. (a) Proposal for charge taking disciplinary action, or for imposing a major penalty on a Group-B, officers.

(b) Appeals against orders imposing any penalty on non-gazetted employees except appeals and representations against the order of the Heads of Departments involving removal /dismissal of non-gazetted employees.

(c) Issue of warning to Group-A officers.
7. Representation by Group-B officers and non-gazetted employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.

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

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

ANNEXURE-IV

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

I. General and Legislative Business.

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

II. Plans schemes of the Departments

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

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

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

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

ANNEXURE- V

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

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

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

3.4 Time limit for taking a decision, if any:

___ N.A _____

3.5 Channels of supervision and accountability:

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

4th Manual: Norms for discharge of functions

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

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

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

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

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

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

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

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

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

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

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

7.1 *Relevant rule, circular etc:*

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

**PUNJAB GOVERNMENT GAZETTE
EXTRAORDINARY**

Published by Authority

CHANDIGARH, MONDAY, NOVEMBER 28, 2005

(AGRAHAYANA 7, 1927 SAKA)

LEGISLATIVE SUPPLEMENT

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

Price: Rs. 2.70

(AGHN.7,1927 SAKA)

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28th November, 2005

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

THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005

(Punjab Act No.22 of 2005)

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

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

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

(AGHN.7,1927 SAKA)

Constitution
of District
Planning
Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Terms of
members
of the
committe

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

Removal
and
suspension
of members
including
Chairperson

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

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

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

Filling of
vacancies
Power to
issue
directions

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

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

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

Power to
make
rules

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

(AGHN.7,1927 SAKA)

Power to
remove
difficultie

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

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

H.S.BHALLA

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

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

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

8.1 Name of the Board, Council, committee etc

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

8.2 Composition Powers & functions:

8.3 Whether their meetings are open to the public?

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

8.5 Place where the minutes if:

8.6 Open to the public is available?

Guidelines attached

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

To

All the Deputy Commissioners in the State.

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

Dated Chandigarh the 5th July,2006.

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

Kindly refer to the subject cited above.

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

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

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

* Present Status

3. The 1/5th number of members are to be nominated by the State Government. For the 4/5th of the members which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-
 - 3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.
 - 3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections.
 - 3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.
 - 3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.
 - 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college.

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

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

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

(R.L.Mehta)

Special Secretary Planning

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

Dated 5th July, 2006.

A copy is forwarded to the following:-

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

Special Secretary Planning.

9th Manual: Directory of Officers and employees

9.1 Name and designation

(As on 31.3.2021)

Sr. No	Name & Designation	Residential Address	Office Phone	Mobile No.	Office E-mail	Fax
1. Amritsar						
Assistant Research Officers						
1	Sandeep Kumar, Assistant Research Officers	2309 Karmo deori Amritsar	9872019464	9872019464		
2	Sadhna Sharma, Assistant Research Officers	225 katra sufaid i/s lahori gate Amritsar	9815716816	9815716816		
Statistical Assistant						
3	Kanwaljit kaur, Statistical Assistant	vpo kotla gujran tehsil Amritsar distt Amritsar	9915757168	9815757168		
4	Gurmeet singh, Statistical Assistant	vpo lashkari nangal post office guru ka bagh teh ajjala distt Amritsar	9592975414	9592975414		
5	Kanwaljeet Kaur, Statistical Assistant	vpo gharinda near govt primary school distt Amritsar	9815571429	9815571429		
6	Gurdial singh, Statistical Assistant	vpo rayya teh Amritsar distt Amritsar	9878142814	9878142814		
Senior Assistant						
7	Davinder kaur, Senior Assistant	h.no. 92-a gali no. 1 jhujhar singh avenue airport road Amritsar	9914916531	9914916531		
Steno Typist						
8	Kulwinder kaur, Steno Typist	32 b guru amardas avenue ajjala road Amritsar	9888464507	9888464507		
Junior Assistant						
9	Narinder singh, Junior Assistant	h.No. 910 Gali No. 5 Sharifpura Amritsar	8872516583	8872516583		
10	Neelam kumari, Junior Assistant	h.No.54 tailor road Amritsar	9464477245	9464477245		
11	Asha rani, Junior Assistant	h.No. Beauty Avenue Ram tirth road Amritsar	8437401414	8437401414		
Investigator						
12	Baljit kaur, Investigator	vpo tarsika baba bakala Amritsar	9855273856	9855273856		
13	Amandeep kaur, Investigator	vpo jaspal baba bakala Amritsar	9915721476	9915721476		
14	Simarjit kaur, Investigator	h. no. 110 jhujhar singh avenue airport road Amritsar	9855019211	9855019211		

Peon Sweeper cum Chowkidar						
15	Kimrajit kaur, Peon Sweeper cum Chowkidar	h.no. 2140 gali no. 2 girwali gate gujarpura Amritsar	8054611845	8054611845		
16	Parween sharma, Peon Sweeper cum Chowkidar	Jagdamba Colony, Gali No. 8 h.no.72 majitha Road Amritsar	7837368472	7837368472		
2. Bathinda						
Assistant Research Officers						
1	Ranjeet Singh, Assistant Research Officers	#14128 st. no.6 ganesh nagar bathinda	01642217050	9815970540	dyesabtd@yahoo.com	
2	Charanjit Kaur, Assistant Research Officers	Sarbha Nagar St. No.1 Bathinda	01642217050	9041476231	dyesabtd@yahoo.com	
Statistical Assistant						
3	Rupinder Singh, Statistical Assistant	#80 housefed colony Bathinda	01642217050	7837335987	dyesabtd@yahoo.com	
Senior Assistant						
4	Shinderpal Singh, Senior Assistant	V.P.o-Nahian Wala Bathinda	01642217050	9915447245	dyesabtd@yahoo.com	
Investigator						
5	Gurpreet Kaur, Investigator	#78 vishal nagar bathinda	01642217050	9417940845	dyesabtd@yahoo.com	
6	Sandeep Kumar, Investigator	c/o Dharampal halwai ward no.2 Bhucho mandi, bathinda	1642217050	9569305844	dyesabtd@yahoo.com	
Head Peon						
7	Karamjit Singh, Head Peon	govt. q.no.5 block-c civil station bathinda	01642217050	9463374905	dyesabtd@yahoo.com	
3. Faridkot						
Statistical Assistant						
1	Paramjit Kaur, Statistical Assistant	V.P.O Thakarpura Teh. Patti, Distt.TarnTaran		7888342107		
Senior Assistant						
2	Paramjit Kaur, Senior Assistant	C/O CHARANJIT SINGH BHAN SINGH COLONY FARIDKOT		9464827009	pk27009@gmail.com	
Junior Assistant						
3	Puran Singh, Junior Assistant	Quarter No.112 B, Near Lal Kothi, Faridkot		8427022522		
Investigator						
4	Girish Kumar, Investigator	STREET NO 1 KOTHI NO 74 GURU NANAK COLONY FARIDKOT		8427500476		
5	Sandeep Singh, Investigator	QUARTER NO 57 D GOVT COLONY FARIDKOT		7508699002		

Data Entry operator						
6	Kuldeep Singh, Data Entry Operator	JEET AVENUE STREET NO 3 NEAR TARA PALACE FARIDKOT		7986850596		
Peon Sweeper cum Chowkidar						
7	Sukhjot Singh, Peon Sweeper cum Chowkidar	PREM NAGAR ST NO 1 KOTKAPURA		9915831844		
8	Baljit Singh, Peon Sweeper cum Chowkidar	GURU TEGH BAHADUR NAGAR MACHAKI MAL SINGH ROAD ST NO 2 FARIDKOT		9815532851		
4. Fatehgarh Sahib						
District Statistical Officers						
1	Gurmeet Singh, District Statistical Officers	VPO- GHARUAN, PATTI UCHAND, DISTRICT- SAS NAGAR, PUNJAB.	01763232363	9041618831	DESA_FGS@YAHOO.COM	
Statistical Assistant						
2	Harmandeep Kaur, Statistical Assistant	C/O URWINDER SINGH, VILLAGE MEHDOODAN, FATEHGARH SAHIB, PUNJAB.	01763232363	9888880875	DESA_FGS@YAHOO.COM	
Senior Assistant						
3	Usha Rani, Senior Assistant	H.No.484, Street No. 12, Old Bishan Nagar, patiala, PUNJAB.	01763232363	9888703831	DESA_FGS@YAHOO.COM	
Data Entry operator						
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Peon Sweeper cum Chowkidar						
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13	Rajbaljinder Singh, Investigator	HOUSE NO. D/2/2273, GALI NO. 6, CHOTTA HARIPURA, AMRITSAR		8558048354		
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15	Jagir Kaur, Peon Sweeper cum Chowkidar	60-A, NEW GANESH NAGAR, (DHILWAN), PO Dakoha Distt. JALANDHAR		9464235114		
16	Dhira Singh, Peon Sweeper cum Chowkidar	VPO SABHRAN, TEH PATTI, DISTT. TARN TARAN		9041992339		
17	Rani, Peon Sweeper cum Chowkidar	MISSION COMPOUND CIVIL LINE DISTT HOSHIARPUR		7837863345		
9. Kapurthala						
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Peon Sweeper cum Chowkidar						
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Investigator						
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Driver						
13	Gurcharan singh, Driver	Vill. Badbar, Teh. and Distt. Barnala		9876810153		
Peon Sweeper cum Chowkidar						
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Clerk						
7	Tarsem chand, Clerk	158 Housing board colony sangrur		9779580082		
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Peon Sweeper cum Chowkidar						
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1	Mohan Lal Sharma, Economic Adviser	H. No. 48, Young Dweller Society, Sector 49-A, Chandigarh	01722660137	7589000014	e.advi@punjab.gov.in	
Joint Director						
2	Jagdeep Singh, Joint Director	H. No . 2870/C, Sector 42-c, Chandigarh	01722600209	9815995021	jagdeep.singh21@punjab.gov.in	
3	Harvinder Singh, Joint Director	H. No 450-A, Sector 61 , Chandigarh	01722660216	9779089450	jointdir1.eso@punjab.gov.in	
4	Kuldeep Kaur, Joint Director	H. No. 2873/A, Sector 42-C, Chandigarh	01722660182	9646732002	jointdir3.eso@punjab.gov.in	
Deputy Economic and Statistical Adviser						
5	Sarabjit Kaur, Deputy Economic and Statistical Adviser	H.No. 1022, Sunny Enclave, Kharar		9646169372	sarb_sarao3@yahoo.in	
6	Meena Rani, Deputy Economic and Statistical Adviser	H.NO. 3177, Sector 37-D, Chandigarh		9463654637	compilationeso@gmail.com	
Research Officer						
7	Miury, Research Officer	H.No. HM- 358, Phase 9, SAS Nagar		9876066358		
8	Punam Gupta, Research Officer	H.NO. 2216/50 C, PEPSU Society, Chandigarh		9915839949	punamguptaeso@gmail.com	
9	Punam Joshi, Research Officer	H.NO. 1831/1, Ph 10, Housefed Complex, SAS Nagar		9463837025	punammehta24@gmail.com	
Assistant Research Officers						
10	Gurminder Kaur, Assistant Research Officers	H.No. 10, Phase 6, SAS Nagar		9464395385	gurmovi1972@gmail.com	
11	Sukhwinder Singh, Assistant Research Officers	H.NO. 692, Sector 59, SAS Nagar		9855571070	shukhiinval@yahoo.in	
12	Satkiran Lilly Bhullar, Assistant Research Officers	H.No. 2143, Sector 40-C, Chandigarh		8699713760		
13	Sunita Prabhakar, Assistant Research Officers	H.NO. 2161, Sector 44-C, Chandigarh		9417366342		
14	Satwinder Kaur, Assistant Research Officers	H.No. 221/A, Sector 51-A, Chandigarh		9814853053		
15	Sita Ram, Assistant Research Officers	H.No 2259, Sector 23-C, Chandigarh		9878293675		

16	Kuljeet Singh, Assistant Research Officers	H.No. 1197, Sector 23-B, Chandigarh		9988202078	kuljit11972 3@gmail.co m	
Statistical Assistant						
17	Amanpreet Kaur, Statistical Assistant	H.No. 272, Sector 123,Sunny Enclave Kharar		8054209016	aman_lalli8 4@gmail.co m	
18	Rajwinder Kaur, Statistical Assistant	# 49 sector69 SAS Nagar		7986434604		
19	Jaswinder Kaur, Statistical Assistant	H.No. 2367, Sector 20-C, Chandigarh		9915951285		
20	Tarsem Singh, Statistical Assistant	# 1894 Sector 34D Chandigarh		9815238213		
21	Amanjot Kaur, Statistical Assistant	H.No. 2533, Phase 11, SAS Nagar		9855523602		
22	Harish Kumar, Statistical Assistant	H.No. 30, Harmilap Nagar, Phase 2, Baltana, Zirakpur	9878126440	9878126440		
23	Harbhajan Kaur, Statistical Assistant	H.NO. 1482/B, Sector 61, Chandigarh		8196058999		
24	Manjeet Kaur, Statistical Assistant	H.No. 213, Ward No. 7, Gobind Nagar, Nayan Gaon, SAS Nagar		9780580157	noor.jaskira t@yahoo.in	
Senior Assistant						
25	Radha, Senior Assistant	H.NO. 5, Sector 28 A, Chandigarh		9814524754		
26	Rakesh Kumar, Senior Assistant	H.No 842, Phase 10, SAS Nagar		9463594403		
27	Jaswinder Kaur D O Sham Singh, Senior Assistant	H.No. HM 346, Phase 9, SAS Nagar		9781993347	jaswinder19 08@gmail.c om	
28	Mandeep Singh, Senior Assistant	H.No. 2533, Phase- XI, SAS Nagar		9814422322	mandeepsid hu5054@g mail.com	
29	Shashi Bala, Senior Assistant	H.No. 1163, Sector 43 B, Chandigarh		9815990256	shashibala2 968@gmail. com	
30	Satish Kumar, Senior Assistant	H.No.1613-c, Sector 35B, Chandigarh		9814007344	skmoudgil9 8@gmail.co m	
Senior Scale Stenographer						
31	Usha Peepat, Senior Scale Stenographer	H.No. 331, Near Gugga Mari, Gilco Valley, Kharar	01722704540	9478594366	usha66peep at@gmail.c om	
32	Harbans Singh, Senior Scale Stenographer	H.No. 1122, Sector 42-B, Chandigarh	01722707362	9814641109		

Junior Scale Stenographer						
33	Jaswinder Kaur D O Balwant Singh, Junior Scale Stenographer	H.NO. 1539, Sector 20 B, Chandigarh		9316042405	kjaswinder445@gmail.com	
34	Satnam Singh, Junior Scale Stenographer	H.No. 39, Palsora, Chandigarh		9814810753		
Junior Assistant						
35	Sujata Goel, Junior Assistant	H.No.1379, Sector 15, Panchkula		9814582020		
36	Kulbir Singh, Junior Assistant	H.No. 1264, Ward No. 9, Khanpur Kharar		9855551173	khanpuri@gmail.com	
37	Kanwal Jit, Junior Assistant	H.No. 1829, Sector 43-B, Chandigarh		9855079363		# 2289 A Sector 23c Chandigarh
38	Gurbinder Singh, Junior Assistant	H.No.2944/2, Sector-47-c, Chandigarh		9888730024	gurvinder8885@hotmail.com	
39	Parma Nand, Junior Assistant	H.NO. 2284 B, Sector 19-C, Chandigarh		9814237999		
40	Randhir Kaur, Junior Assistant	H. No. 580, Phase 4, SAS Nagar		9915771934	kaurrandhir94@gmail.com	
41	Kulwinder Singh, Junior Assistant	H.No. 1194, Sector 11, Ranjit Nagar, Kharar		9914511259		
42	Rahul Kalra, Junior Assistant	H. No. 2409 B, Sector 39-C, Chandigarh		9780265658	kalrarahul9@gmail.com	
43	Dilbag Singh, Junior Assistant	H.No. 213, Ward No. 4, Gobind Nagar, Naya Gaon, Mohali		8360667880		
Clerk						
44	Anil Kumar, Clerk	H.No. 2916, Sector-20-c, Chandigarh		9780274430		
45	Kanwaljit Kaur, Clerk	# 2289 A Sector 23-C Chandigarh		9463643086	kanwaljit33@gmail.com	
46	Jagdish Kumar, Clerk	H. No. 2320, Sector 28-C, Chandigarh		9888883826	jagdishsharmachd@gmail.com	
47	Sandeep Singh, Clerk	H.No. 102, VPO Dhanas, Chandigarh		9417092605		
48	Sanjeev Kumar, Clerk	H.No. 2594, Sector 39-C, Chandigarh		9878630164	sanjukverma76@gmail.com	
Investigator						
49	Nancy, Investigator	H.NO. 668, Sector 30-A, RBI Colony, CHD		8054714050	nancythaman23@gmail.com	
50	Kulwinder Kaur, Investigator	Vill. Baironpur Bhago Majra, Landran Road, SAS Nagar		9915952371	kulwinderkaur103@gmail.com	
Driver						
51	Balwinder Singh, Driver	H.NO. 126, Ward No. 8 Nayagoan, SAS Nagar		9417408234		
52	Amandeep Singh, Driver	H.No. 927, Sector 60, SAS Nagar		9417544585		

Head Peon						
53	Rajinder Singh, Head Peon	H.No. 2456, Sector 27-C, Chandigarh		9041957146		
Peon Sweeper cum Chowkidar						
54	Haramrit Singh, Peon Sweeper cum Chowkidar	Vill. Bhago Majra , Bharampur, Teh. and Dist. SAS Nagar - 140307		8146879587		
55	Gursevak Singh, Peon Sweeper cum Chowkidar	H.No 2440, Sector-20, Chandigarh		9855493268		
56	Raman Kumar, Peon Sweeper cum Chowkidar	H.No. 4344, Sector 46-D, Chandigarh		9316888725		
57	Kamla Pati Gautam, Peon Sweeper cum Chowkidar	H.No. 680, Sector 16D, Chandigarh		7696644178		
58	Charanjit Kaur, Peon Sweeper cum Chowkidar	H.No.2167, Sector 40c Chandigarh		9815319565		
59	Sandeep Kumar Gupta, Peon Sweeper cum Chowkidar	H.NO. 225/A, Pipli Wala Town, Mani Majra		9876878225		
60	Gurjeet Ram, Peon Sweeper cum Chowkidar	H.No. 342, Sector 29-A, Chandigarh		9815545001		
61	Gourav Parmar, Peon Sweeper cum Chowkidar	H.No. 2567, Sector-56, Chandigarh		9882264062		
62	Sukhdev Singh, Peon Sweeper cum Chowkidar	H.No.2262-c, Sector-24, Chandigarh		9988832248		
63	Ravinder Singh, Peon Sweeper cum Chowkidar	Vill. Mubarakpur, Dera Bassi, SAS Nagar		9855647331		
64	Balwinder Singh, Peon Sweeper cum Chowkidar	H.No. 3404, Sector 22-D, Chandigarh		7508099679		
65	Manjit Singh, Peon Sweeper cum Chowkidar	VPO Kannaur, Khijargarh Banur		9855382638		
66	Jagdish Rai, Peon Sweeper cum Chowkidar	H.No 3764, Moli Complex, Chandigarh		9814903764		
67	Vishvajeet, Peon Sweeper cum Chowkidar	H.No. 2680, Sector 27-C, Chandigarh		9876477703		

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 31.3.2021)

Sr. No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
1. Amritsar					
Assistant Research Officers					
1	Sandeep Kumar	10300-34800	18400	4600	65642
2	Sadhna Sharma	10300-34800	20420	4600	71326
Statistical Assistant					
3	Kawaljit Kaur	10300-34800	14090	4400	52952
4	Gurdial singh	10300-34800	13550	4400	51433
5	Kawaljit kaur	10300-34800	13550	4400	39173
6	Gurmeet singh	10300-34800	14090	4400	52952
Senior Assistant					
7	Davinder kaur	10300-34800	19070	4400	67566
Steno Typist					
8	Kulwinder kaur	10300-34800	17340	3200	59049
Junior Assistant					
9	Narinder singh	10300-34800	15270	3600	54452
10	Neelam kumari	10300-34800	15840	3600	51972
11	Asha rani	10300-34800	14720	3600	52902
Investigator					
12	Amandeep kaur	5910-20200	11720	1950	38188
13	Simarjit kaur	5910-20200	11720	1950	38906
14	Baljit kaur	5910-20200	11720	1950	39059
Peon Sweeper cum Chowkidar					
15	Kimarjit kaur	4900-10680	10615	1650	35728
16	Parween sharma	4900-10680	11480	1650	38159
2. Bathinda					
Assistant Research Officers					
1	Ranjeet Singh	10300-34800	15830	4600	58291
2	Charanjit Kaur	10300-34800	15830	4600	59291
Statistical Assistant					
3	Rupinder Singh	10300-34800	15230	4400	56040
Senior Assistant					
4	Shinderpal Singh	10300-34800	21710	4400	74785
Investigator					
5	Gurpreet Kaur	5910-20200	12150	2150	40851
6	Sandeep Kumar	5910-20200	12150	2150	40851

Head Peon					
7	Karamjit Singh	5910-20200	12940	1900	44079
3. Faridkot					
Statistical Assistant					
1	Paramjit Kaur	10300-34800	14448	4400	49899
Senior Assistant					
2	Paramjit Kaur	10300-34800	26281	4400	81534
Junior Assistant					
3	Puran Singh	10300-34800	16581	3600	53572
Investigator					
4	Sandeep Singh	5910-20200	7351	1900	23692
5	Girish Kumar	5910-20200	12863	1950	39728
Data Entry operator					
6	Kuldeep Singh	5910-20200	17999	2400	54281
Peon Sweeper cum Chowkidar					
7	Sukhjrit Singh	4900-10680	8829	1650	28408
8	Baljit Singh	4900-10680	16696	1900	49953
4. Fatehgarh Sahib					
District Statistical Officers					
1	Gurmeet Singh	15600-39100	25750	5400	86597
Statistical Assistant					
2	Harmandeep Kaur	10300-34800	13020	4400	47691
Senior Assistant					
3	Usha Rani	10300-34800	24820	4400	80557
Data Entry operator					
4	Subhash Chand	5910-20200	17610	2400	55364
Peon Sweeper cum Chowkidar					
5	Mota Singh	4900-10680	9510	1650	31343
5. Ferozepur					
Statistical Assistant					
1	Avtar Singh	10300-34800	14090	4400	52347
2	Nirmal Singh	10300-34800	15230	4400	55525
3	Gurpreet Singh	10300-34800	13550	4000	50841
Senior Assistant					
4	Gurmail Singh	10300-34800	17730	4400	63094
Steno Typist					
5	Harjinderpal	10300-34800	16110	3200	54982
Junior Assistant					
6	Baljit kaur	10300-34800	15620	3600	54831
7	Sanjeev Maini	10300-34800	15040	3600	53214
Investigator					
8	Tarsem Lal	5910-20200	12140	1950	40448
9	Harjinder Singh	5910-20200	12140	1950	40074
10	Baljeet Singh	5910-20200	12140	1950	39326
11	Lakhwinder Singh	5910-20200	12140	1950	40223
Data Entry operator					
12	Gurnam Kaur	5910-20200	17610	2400	56951
Peon Sweeper cum Chowkidar					
13	Jiwan	4900-10680	15600	1650	49600
6. Gurdaspur					
Deputy Economic and Statistical Adviser					
1	Ashok Kumar	15600-39100	31200	6600	108377

Statistical Assistant					
2	Renu Bala	10300-34800	14090	4400	52347
3	Suman Bala	10300-34800	13550	4400	50841
4	Davinder Kaur	10300-34800	14090	4400	52347
Senior Assistant					
5	Gurmej Singh	10300-34800	18370	4400	64878
Steno Typist					
6	Kulwantpal Kaur	10300-34800	17450	3200	58718
Junior Assistant					
7	Paramjit Kaur	10300-34800	17550	3600	60212
8	Kewal Singh	10300-34800	15840	3600	55445
Clerk					
9	Nishan Singh	10300-34800	10300	3200	38785
Investigator					
10	Gurpreet Singh	5910-20200	10900	2050	35967
11	Sharanjit Singh	5910-20200	12150	2050	41000
12	Charanjit Singh	5910-20200	10900	2050	36786
Peon Sweeper cum Chowkidar					
13	Mandeep Sharma	4900-10680	9577	1650	9577
7. Hoshiarpur					
Deputy Economic and Statistical Adviser					
1	Ravinder Pall Dutta	15600-39100	28750	6600	99693
District Statistical Officers					
2	Balwant Singh	10300-34800	22640	5000	77403
Statistical Assistant					
3	Parminder Singh	10300-34800	15230	4400	54495
4	Sukhjinder Singh	10300-34800	13020	4400	48448
5	Dharminder Singh	10300-34800	13020	4400	48448
Senior Assistant					
6	Rajinder Kaur	10300-34800	19620	4400	68101
Junior Assistant					
7	Vinay Kumar	10300-34800	14460	3600	52155
Peon Sweeper cum Chowkidar					
8	Rajni Kumari	4900-10680	7190	1650	25289
8. Jalandhar					
Deputy Economic and Statistical Adviser					
1	Sunita Paul	15600-39100	29730	6600	105354
Assistant Research Officers					
2	Arun Kumar	10300-34800	17740	4600	63784
3	Vinod Beri	10300-34800	15830	4600	58411
4	Deepak Grewal	10300-34800	18400	4600	65642
Statistical Assistant					
5	Kanta Kumari	10300-34800	15230	4400	56160
6	Raman Deep Kaur	10300-34800	14090	4400	52952
7	Bhupinder Kaur	10300-34800	15230	4400	56160
Senior Assistant					
8	Kulwinder Kaur	10300-34800	17520	4400	63203
Steno Typist					
9	Bimla Devi	10300-34800	22160	3800	74322
10	Lakhwinder Singh	10300-34800	17450	3200	59381
Junior Assistant					
11	Jagdev Singh	10300-34800	14180	3600	51403
Investigator					

12	Rajbaljinder Singh	5910-20200	7850	1900	28709
13	Baldev Singh	5910-20200	11720	1950	39739
14	Mandeep Kaur	5910-20200	11720	1950	38188
Peon Sweeper cum Chowkidar					
15	Jagir Kaur	4900-10680	13340	1900	44115
16	Dhira Singh	4900-10680	9170	1650	31907
17	Rani	4900-10680	11480	1650	38179
9. Kapurthala					
Deputy Economic and Statistical Adviser					
1	Rani	15600-39100	38141	6600	119551
Research Officer					
2	Surinder kumar	10300-34800	28988	5400	90581
Statistical Assistant					
3	Jagpal Singh	10300-34800	16852	4600	56683
4	Amarpal kaur	10300-34800	16212	4400	54495
5	Sukhcharanjit Singh	10300-34800	14448	4400	49899
6	Amarpal kapur	10300-34800	16212	4000	54495
Senior Assistant					
7	Shashi Kiran	10300-34800	20989	4400	67539
Investigator					
8	Sarwan Singh	5910-20200	11443	2050	35562
9	Palwinder Singh	5910-20200	12852	1950	39700
Data Entry operator					
10	Tamsa Adia	5910-20200	17988	2400	51684
10. Ludhiana					
Research Officer					
1	Parveen kumari	15600-39100	26640	5400	89322
Statistical Assistant					
2	Gurbinder kaur	10300-34800	14650	4400	53388
3	Manjeet kaur	10300-34800	13550	4400	50362
4	Pinki jagdev	10300-34800	13020	4400	48902
5	Smt neena tangri	10300-34800	14650	4400	53388
Junior Assistant					
6	Ravinder pal singh	10300-34800	14500	3600	51223
7	Santokh singh	10300-34800	14720	3600	51828
8	Harninder kaur	10300-34800	15270	3600	49380
Investigator					
9	Jyoti	5910-20200	11870	1950	39363
Data Entry operator					
10	Sukhraj kaur	5910-20200	16450	2400	50209
Head Peon					
11	Gurmukh singh	4900-10680	8860	1650	30204
11. Mansa					
Statistical Assistant					
1	Varinder kumar	10300-34800	13420	4400	48884
Junior Assistant					
2	Sukhwinder singh	10300-34800	16214	3600	53866
12. Moga					
Statistical Assistant					
1	Arsal Singh	10300-34800	15230	4400	54705
Steno Typist					
2	Surinder Singh	10300-34800	15540	3200	52409
Junior Assistant					

3	Poonam	10300-34800	15620	3600	54822
Investigator					
4	Shivdeep Goyal	5910-20200	12290	1950	39700
Data Entry operator					
5	Varjinder Kaur	5910-20200	17760	2400	55893
13. Sri Mukutsar Sahib					
Junior Assistant					
1	Gurmail singh	10300-34800	15270	3600	52866
Investigator					
2	Ranjit singh	5910-20200	11270	1900	38551
Peon Sweeper cum Chowkidar					
3	Rajpal singh	4900-10680	9410	1650	32362
14. SBS Nagar					
Deputy Economic and Statistical Adviser					
1	Naresh Kumar	15600-39100	28540	6600	99195
Statistical Assistant					
2	Surinder Singh	10300-34800	18790	4400	63323
3	Jaswant Singh	10300-34800	21130	4400	69662
Junior Assistant					
4	Tajinder Pal Singh	10300-34800	15840	3600	53913
Investigator					
5	Gurinder Badhan	5910-20200	8650	1900	29331
Peon Sweeper cum Chowkidar					
6	Himmat Kumar	4900-10680	11560	1650	36647
15. Patiala					
Research Officer					
1	Prem kumar	15600-39100	28623	5400	77830
Statistical Assistant					
2	Amardeep kaur	10300-34800	20612	4400	57040
3	Jaswinder kaur	10300-34800	20612	4400	56040
Senior Assistant					
4	Jagdeep singh	10300-34800	35889	4400	97583
Junior Assistant					
5	Charanjit singh	10300-34800	20412	3600	55954
6	Gurkirpal singh	10300-34800	19100	3600	53938
7	Jagjit kaur	10300-34800	20412	3600	55954
Investigator					
8	Bikramjit singh	5910-20200	14802	1950	39700
9	Hemant kumar	5910-20200	13410	1950	37080
10	Harpreet kaur	5910-20200	9251	1950	24848
Data Entry operator					
11	Gurvinder kaur	5910-20200	19905	2400	54497
12	Iqbal singh	5910-20200	21018	2400	57481
Driver					
13	Gurcharan singh	5910-20200	18740	2800	52320
Peon Sweeper cum Chowkidar					
14	Gurpreet singh	4900-10680	7760	1650	21907
15	Ram lubhaya	4900-10680	11372	1650	31377
16. Rupnagar					
District Statistical Officers					
1	Harmesh kumar	10300-34800	27840	5000	71741
Statistical Assistant					
2	Karnail singh	10300-34800	17950	4400	46412

Investigator					
3	Navdeep kaur	5910-20200	9820	2050	25703
4	Sukhvir singh	5910-20200	10120	2050	26465
Data Entry operator					
5	Ajaib singh	5910-20200	18440	2400	47606
6	Iqbaljit singh	4900-10680	18440	2400	47606
Peon Sweeper cum Chowkidar					
7	Ashok kumar	4900-10680	10190	1650	26333
17. Sangrur					
Deputy Economic and Statistical Adviser					
1	Paramjeet Singh	15600-39100	36850	6600	121847
Assistant Research Officers					
2	Raj Kumar	10300-34800	27017	4600	71179
Statistical Assistant					
3	Karanjit Singh	10300-34800	18848	4400	47543
Senior Assistant					
4	Vijay Lakshmi	10300-34800	25935	4400	68961
Steno Typist					
5	Gurjeet Kaur	10300-34800	22554	5800	59903
Junior Assistant					
6	Kamaljeet singh	10300-34800	19016	3600	50787
Clerk					
7	Tarsem chand	10300-34800	10710	3200	38373
Investigator					
8	Sandeep Rani	5910-20200	12044	1900	31823
9	Ashwani Kumar	5910-20200	14926	1900	31579
10	Manpreet Singh	5910-20200	12044	1900	31823
Peon Sweeper cum Chowkidar					
11	Sandeep Singh	4900-10680	8757	1650	23922
18. SAS Nagar (Mohali)					
Research Officer					
1	Prem kumar	15600-39100	28623	5400	77830
Investigator					
2	Harmeet kaur	5910-20200	17021	2050	46486
3	Beant singh	5910-20200	10600	1900	29873
Data Entry operator					
4	Sukhwinder singh	5910-20200	21147	2400	57544
Head Peon					
5	Jagga singh	5910-20200	18092	1900	49926
19. Barnala					
Investigator					
1	Sukhmeet singh	5910-20200	14240	1950	40223
Peon Sweeper cum Chowkidar					
2	Rashpal singh	4900-10680	11140	1650	31521
20. Tarn Taran					
Deputy Economic and Statistical Adviser					
1	Amandeep Singh	15600-39100	28540	6600	95152
Assistant Research Officers					
2	Gurinder Singh	10300-34800	18400	4600	64556
Statistical Assistant					
3	Rajbir Kaur	10300-34800	14090	4400	52056
4	Sukhwinder Kaur	10300-34800	14090	4400	52056

Junior Assistant					
5	Kamalpreet Kaur	10300-34800	14720	3600	52033
Investigator					
6	Sourav Devgan	0	10776	0	11072
7	Navdeep Kaur	5910-20200	10810	1950	36535
Peon Sweeper cum Chowkidar					
8	Bhag Singh	4900-10680	9180	1650	31532
9	Malkit Kaur	4900-10680	9150	1650	31047
10	Kamal Kaur	4900-10680	9180	1650	31132
21. Fazilka					
Deputy Economic and Statistical Adviser					
1	Ravinder pall dutta	15600-39100	27720	6600	75113
Statistical Assistant					
2	Harpal Singh	10300-34800	18490	4400	49629
22. Pathankot					
Deputy Economic and Statistical Adviser					
1	Charanjeet Singh	15600-39100	30300	6600	103931
Assistant Research Officers					
2	Rajesh Sharma	10300-34800	15830	4600	57683
Statistical Assistant					
3	Sharnjit Singh	10300-34800	13020	4400	48448
Junior Assistant					
4	Parveen Kumar	10300-34800	15080	3600	49893
Headquarter- Chandigarh					
Economic Adviser					
1	Mohan Lal Sharma	37400-67000	53340	8800	175482
Joint Director					
2	Jagdeep Singh	15600-39100	42750	7800	132753
3	Harvinder Singh	15600-39100	46210	7800	153105
4	Kuldeep Kaur	15600-39100	41670	7800	129941
Deputy Economic and Statistical Adviser					
5	Sarabjit Kaur	15600-39100	28720	6600	102510
6	Meena Rani	15600-39100	29750	6600	105411
Research Officer					
7	Punam Joshi	15600-39100	24270	5400	84617
8	Miury	15600-39100	27060	5400	92463
9	Punam Gupta	15600-39100	20430	5400	80392
Assistant Research Officers					
10	Sukhwinder Singh	10300-34800	22630	4600	77546
11	Gurminder Kaur	10300-34800	18400	4600	65642
12	Sunita Prabhakar	10300-34800	21910	4600	75520
13	Sita Ram	10300-34800	16920	4600	57958
14	Kuljeet Singh	10300-34800	15830	4600	54121
15	Satwinder Kaur	10300-34800	21030	4600	73044
16	Satkiran Lilly Bhullar	10300-34800	15830	4600	58411
Statistical Assistant					
17	Manjeet Kaur	10300-34800	13020	4400	49940
18	Harbhajan Kaur	10300-34800	22460	4400	76504
19	Rajwinder Kaur	10300-34800	13020	4400	49940
20	Jaswinder Kaur	10300-34800	14090	4400	50069
21	Amanpreet Kaur	10300-34800	13020	4400	49620
22	Tarsem Singh	10300-34800	14090	4400	52952
23	Harish Kumar	10300-34800	14090	4400	52952
24	Amanjot Kaur	10300-34800	14090	4400	52952

Senior Assistant					
25	Jaswinder Kaur D O Sham Singh	10300-34800	21400	4400	74121
26	Rakesh Kumar	10300-34800	23880	4400	81100
27	Radha	10300-34800	20210	4400	70774
28	Satish Kumar	10300-34800	19060	4400	62610
29	Shashi Bala	10300-34800	20660	3800	72039
30	Mandeep Singh	10300-34800	15840	3600	56074
Senior Scale Stenographer					
31	Harbans Singh	10300-34800	25930	4400	86870
32	Usha Peepat	10300-34800	22960	4400	78721
Junior Scale Stenographer					
33	Jaswinder Kaur D O Balwant Singh	10300-34800	22490	3800	71001
34	Satnam Singh	10300-34800	22490	3800	76516
Junior Assistant					
35	Rahul Kalra	10300-34800	14720	3600	49074
36	Dilbag Singh	10300-34800	15840	3600	56074
37	Kulwinder Singh	10300-34800	15620	3600	55435
38	Parma Nand	10300-34800	15050	3600	46803
39	Gurbinder Singh	10300-34800	14990	3600	53664
40	Randhir Kaur	10300-34800	15840	3600	56074
41	Kanwal Jit	10300-34800	14990	3600	48638
42	Sujata Goel	10300-34800	15020	3600	53746
43	Kulbir Singh	10300-34800	16360	3600	57538
Clerk					
44	Jagdish Kumar	10300-34800	14570	3200	47544
45	Kanwaljit Kaur	10300-34800	11130	3200	38567
46	Anil Kumar	10300-34800	11650	3200	39941
47	Sanjeev Kumar	10300-34800	14580	3200	47569
48	Sandeep Singh	10300-34800	13570	3200	48462
Investigator					
49	Kulwinder Kaur	5910-20200	12150	1950	40951
50	Nancy	5910-20200	8700	1900	31102
Driver					
51	Balwinder Singh	5910-20200	15210	2800	53411
52	Amandeep Singh	5910-20200	11750	2400	42530
Head Peon					
53	Rajinder Singh	4900-10680	15810	1900	47558
Peon Sweeper cum Chowkidar					
54	Haramrit Singh	4900-10680	7340	1650	26509
55	Gursevak Singh	4900-10680	9180	1650	29413
56	Kamla Pati Gautam	4900-10680	12980	1900	39978
57	Raman Kumar	4900-10680	9510	1650	30271
58	Jagdish Rai	4900-10680	15330	1900	50326
59	Manjit Singh	4900-10680	9950	1650	33852
60	Vishvajeet	4900-10680	14110	1900	42921
61	Ravinder Singh	4900-10680	8030	1650	28450
62	Balwinder Singh	4900-10680	12240	1900	38051
63	Gourav Parmar	4900-10680	6430	1650	23947
64	Sukhdev Singh	4900-10680	9510	1650	30271
65	Gurjeet Ram	4900-10680	8880	1650	28631
66	Charanjit Kaur	4900-10680	8030	1650	28450
67	Sandeep Kumar Gupta	4900-10680	15390	1900	49885

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

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

Sr.No.	Name of the Scheme	Annual Budget Allotment (2020-21)	Expenditure incurred upto 31.3.21	Agency	Remarks
	Major Head:3454-Census Survey & Statistics				
1.	201-01-National Sample Survey Non Plan	10369000	10294631	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	152996000	150103284	District level & Head Quarter	-
3.	204-09.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	24282000	23611247	District level & Head Quarter	-
4.	100% Centrally Sponsored Scheme. C.S.I Conduct of 6 th Economic Census Survey of Punjab.	-	-	Head Quarter	-
5.	CSST-5-D Strengthening of District Planning Committies at District Level	25940000	19372590	District level	-
6.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	6872000	6597450	Head Quarter	-
7.	Basic Statistics for Local Level Development	-	-	Head Quarter	-
8.	Urban Statistics for Local Level Development	4055000	3071223	Head Quarter	-
9.	Geospatial Information	-	-	Head	-

	system			Quarter	
10.	Conduct of Family Budget Survey	-	-	Head Quarter	-
11.	13 th Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	4600000	4600000	District level & Head Quarter	-
12.	204-CSO-800-Other expenditure, 01:-Purchase of Computer	-	-	District level & Head Quarter	-
13.	Engagement of Statistical IT Professional In ESO, Punjab	-	-	District level & Head Quarter	
14.	Strengthening of Plan Evaluation Machinery in the State	-	-	Head Quarter	
	Total	229114000	217650425	-	-

12th Manual: Manner of execution of subsidy programmes

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

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

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

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

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

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form:

1. Statistical Reports
2. Establishment Matters

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

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

14.3 Location where available:

www.esopb.gov.in

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

15.1 Name & location of the facility:

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

15.3 Working hours of the facility:

15.4 Details of information made available:

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

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

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

At Head Office

(As on 31.03.2021)

Financial Year : 2021

RTI-Head Quarters-Chandigarh							
Sr.No	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Mohan Lal Sharma	Economic Adviser	Appellate Authority	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722660137		e.advi@punjab.gov.in
2	Jagdeep Singh	Joint Director	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722600209		Jagdeep.singh21eso@punjab.gov.in
3	Sarabjit Kaur	Deputy Economic and Statistical Adviser	A.P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh			sarab_sarao3@yahoo.in

RTI-Districts Level

Sr.No	District Name	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Amritsar	Charanjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Dy Economic&Statistical Advisor Zila parishad complex Ajnala Road Amritsar	0183 2565999		dysea_asr@rediffmail.com
		Sadhna Sharma	Assistant Research Officers	A.P.I.O	dy economic &statistical advisor Amritsar	0183 2565999		dysea_asr@rediffmail.com
2	Bathinda	Bahader Singh	District Statistical Officers	P.I.O	D.A.C complex Room no. 154-162 Bathinda	01642217050	2217050	dyesabtd@yahoo.com
		Ranjeet Singh	Assistant Research Officers	A.P.I.O	D.A.C complex Room no. 154-162 Bathinda	01642217051		dyesabtd@yahoo.com
3	Faridkot	Surinder kumar	Research Officer	P.I.O	O/o Dy Economic & Statistical Adviser, Faridkot	01639-250069		dyesfdk@yahoo.co.in
		Paramjit Kaur	Statistical Assistant	A.P.I.O	O/o Dy Economic & Statistical Adviser, Faridkot	01639-250069		dyesfdk@yahoo.co.in
4	Fatehgarh Sahib	Gurmeet Singh	District Statistical Officers	P.I.O	ROOM NO. 427, 3RD FLOOR, DISTRICT ADMINISTRATIVE COMPLEX, FATEHGARH SAHIB, PUNJAB. PIN CODE 140407	01763232363		DESA_FGS@YAHOO.COM

		Harmandeep Kaur	Statistical Assistant	A.P.I.O	ROOM NO. 427, 3RD FLOOR, DISTRICT ADMINISTRATIVE COMPLEX, FATEHGARH SAHIB, PUNJAB. PIN CODE 140408	01763232364		DESA_FGS@YAHOO.COM
5	Ferozepur	Charanjit Singh	Deputy Economic and Statistical Adviser	P.I.O	Room No. 214 Block C 2nd Floor DAC Complex Ferozepur Cantt.	01632246753		dyesaferozepur@yahoo.com
		Avtar Singh	Statistical Assistant	A.P.I.O	Room No. 214 Block C 2nd Floor DAC Complex Ferozepur Cantt.	01632246753		dyesaferozepur@yahoo.com
6	Gurdaspur	Ashok Kumar	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722		dyesagsp@yahoo.co.in
		Davinder Kaur	Statistical Assistant	A.P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722	01874222722	dyesagsp@yahoo.co.in
7	Hoshiarpur	Sh Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	DAC 5th floor room no 528231 hosipur	01882222391		dyesahsp@yahoo.co.in
		Balwant Singh	District Statistical Officers	A.P.I.O	DAC, Fifth Floor, Room No. 528-531, Hoshiarpur	01882222391		dyesahsp@yahoo.co.in
8	Jalandhar	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	D.A.C COMPLEX, LADOWALI ROAD, JALANDHAR	01812223804		sunitabains70@gmail.com
		Arun Kumar	Assistant Research Officers	A.P.I.O	d.a.c cOMPLEX, LADOWALI ROAD, JALANDHAR	01812223804		suparear@gmail.com
9	Kapurthala	Rani	Deputy Economic and Statistical Adviser	P.I.O	DY.ESA.OFFICE KAPURTHALA	01822-232477		dyesa_kpt@yahoo.co.in
		Jagpal Singh	Assistant Research Officers	A.P.I.O	Dy.ESA. Office Kapurthala	01822-232477		dyesa_kpt@yahoo.co.in

10	Ludhiana	Praveen Kumari	Research Officer	P.I.O	DY.ESA.OFFICE LUDHIANA	01612427243		dy.esaludhiana@yahoo.com
		Gurbinder kaur	Statistical Assistant	A.P.I.O	DY.ESA.OFFICE LUDHIANA	01612427243		dy.esaludhiana@yahoo.com
11	Mansa	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical adviser Sangrur	01652228508		dyesa_mansa@yahoo.co.in
		Varinder kumar	Statistical Assistant	A.P.I.O	Deputy Economic and Statistical adviser Sangrur	01652228508		dyesa_mansa@yahoo.co.in
12	Moga	Sh Surinder Kumar	Research Officer	P.I.O	DAC Complex, Satluj Block, 3rd Floor, Room No. 324, Moga	01636238330	1636238330	desamoga@hotmail.com
		Arsal Singh	Statistical Assistant	A.P.I.O	DAC Complex, SatLuj Block 3rd Floor room No 324, Moga	01636238330		desamoga@hotmail.com
13	Sri Muktsar Sahib	Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	Room No.32-33, First Floor DAC Sri Muktsar Sahib	01633241453		nareshdyesansr@gmail.com
		Gurmail Singh	Junior Assistant	A.P.I.O	Room No.32-33, First Floor DAC Sri Muktsar Sahib	01633241453		gumailswagh@gmail.com
14	SBS Nagar	Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	Dy.Economic& Statistical Office,SBS NAGAR ROOM NO 111 DAC Sbs Nagar	01823223090		nareshdyesansr@gmail.com
		Jaswant Singh	Statistical Assistant	A.P.I.O	Dy.Economic& Statistical Office,SBS NAGAR ROOM NO 111 DAC Sbs Nagar	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
15	Patiala	Prem kumar	Research Officer	P.I.O	26, Ranjit Bagh, Patiala	01752200232		desapatiala@rediffmail.com
		Amardeep kaur	Statistical Assistant	A.P.I.O	26, Ranjit Bagh, Patiala	01752200232		desapatiala@rediffmail.com
16	Rupnagar	Harmesh kumar	District Statistical Officers	P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in

		Karnail Singh	Statistical Assistant	A.P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220529		dyesaropar@yahoo.co.in
17	Sangrur	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical adviser Sangrur	01672234172		
		Raj Kumar	Assistant Research Officers	A.P.I.O	Deputy Economic and Statistical adviser Sangrur	01672234172	01672235172	desa_sgr@yahoo.co.in
18	SAS Nagar (Mohali)	Prem Kumar	Research Officer	P.I.O	Dy ESA SAS Nagar Distt.Admn.Complex Room No.356 2nd Floor SAS Nagar	01722219347		dyesasasnagar@yahoo.com
		Beant Singh	Investigator	A.P.I.O	District Admn Complex Room No.357 2nd Floor sector-76 SAS Nagar (Mohali)	01722219347		dyesasasnagar@yahoo.com
19	Barnala	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	D.C.Complex, Room no. 86, Barnala	01679243232		dyesabnl@gmail.com
		Sukhmeet Singh	Investigator	A.P.I.O	D.C.Complex, Room no. 86, Barnala	01679243232		dyesabnl@gmail.com
20	Tarn Taran	Amandeep Singh	Deputy Economic and Statistical Adviser	P.I.O	District Administration Complex Tarn taran, Sarhali Road, Room no. 210, Second floor	01852222790		desatarntaran@rediffmail.com
		Gurinder Singh	Assistant Research Officers	A.P.I.O	District Administration Complex Tarn Taran, Sarhali Road, Room No. 210, Second Floor	01852222790		desatarntaran@rediffmail.com
21	Fazilka	Ravinder Pall Dutta	Deputy Economic and Statistical Adviser	P.I.O	Room No 403 C-Block 3rd Floor DC Complex Fazilka	01638260292		dyesahsp@yahoo.co.in

		Harpal Singh	Statistical Assistant	A.P.I.O	Room No 403 C-Block 3rd Floor DC Complex Fazilka	01638260292		dyesafazilka@yahoo.com
22	Pathankot	Charanjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	DAC MALIKPUR ROOM NO. 319	01862345100		DYESAPATHANKOT@GMAIL.COM
		Rajesh Sharma	Assistant Research Officers	A.P.I.O	DAC MALIKPUR ROOM NO. 319 PATHANKOT	01862345100		DYESAFIELD@YAHOO.COM

Designated as:

Head Office

Public Information Officer
Assistant Public Information
Officer

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

At District Office

Public Information Officer

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

Assistant Public Information
Officer

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

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority: N.A

17.2 Grievance redressal mechanisms N.A

17.3 Details of applications received under RTI and information provided

FORM -1 ਫਾਰਮ 1

MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2020 UNDER SECTION 25 RTI ACT 2005 (ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2020 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: 01-01-2020 To 31-12-2020

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀ ਗਈ)	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act (ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੇ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ)														Total registration fee collected (Rs.) (ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ)	Total additional fee collected (Rs.) (ਕੁੱਲ ਵਾਧੂ ਫੀਸ)	Total penalty levied & collected (Rs.) (ਕੁੱਲ ਜੁਰਮਾਨਾ)
			Relevant Sections of RTI Act 2005 (ਸਸ਼ਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)																
			Section 8(1) (ਧਾਰਾਵਾਂ 8 (1))											Others Sections ਹੋਰ ਧਾਰਾਵਾਂ					
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰਾਂ			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140	1450	-

ANNUAL REPORT FOR THE YEAR 2020 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)
To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ)

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

(ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ)

Period From: **01-01-2020 To 31-12-2020**

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Sr. No. bVh BzL	Name of Public Authorities with the Department (ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ)	Public authorities who have filed annual returns (Yes/No) (ਉਹ ਪਬਲਿਕ ਅਥਾਰਟੀ ਜਿਨ੍ਹਾਂ ਨੇ ਸਲਾਨਾ ਰਿਪੋਰਟ ਭੇਜੀ ਹੈ (ਹਾ/ਨਹੀਂ)	Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ)	Number of cases where disciplinary action taken against any officer in respect of administration (ਅਨੁਸਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੀ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ)														Total registration fee collected (Rs.) (ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ)	Total additional fee collected (Rs.) (ਕੁੱਲ ਵਾਧੂ ਫੀਸ)	Total penalty levied & collected (Rs.) (ਕੁੱਲ ਜੁਰਮਾਨਾ)		
						Relevant Sections of RTI Act 2005 ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)												Section 8(1) (ਧਾਰਾਵਾਂ 8 (1)					Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)	
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰ					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
1.	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140	1450	-			

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 ਸਲਾਹਕਾਰ)	31-1-2020	27-2-2020		Yes (ਹਾਂ)	
2	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ)	21-1-2020	25-2-2020		Yes (ਹਾਂ)	
3	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ)	9-3-2020	15-9-2020		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
Jan..2020	-	2	-	-	-	-	-
March. 2020	-	1	-	-	-	-	-

Performa-B (ਪ੍ਰੋਫਾਰਮਾ ਬੀ)

Department: Economic and Statistical Organisation, Punjab
 (ਦਫਤਰ): ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ
Period: 01-01-2020 to 31-12-2020
 (ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

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

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

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

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

17.5 List of schemes/projects/programmes underway NA

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

17.7 Any other Information:

Form 'A'

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

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

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

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

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

Place :
Date :

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

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____ Dated: _____

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

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

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

=====

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

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

From _____

Dated:

To,

Sir/ Madam,

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

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

i).....

ii).....

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

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

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

NA

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

NA