

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization andFunction

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Economic Statistical Organization, Government of Punjab http://www.esopb.gov.in
		(ii) Head of the organization	Sh. Mohan Lal Sharma (Economic Adviser to govt. Punjab)
		(iii) Vision, Mission and Key objectives	Annexure attached
		(iv) Function and duties	Annexure attached
		(v) Organization Chart	Annexure attached
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial andjudicial)	Annexure attached
		(ii) Power and duties of other employees	Annexure attached
		(iii) Rules/ orders under which powers and duty are derived and	Annexure attached
		(iv) Exercised	As per rules
		(v) Work allocation	As per organizational chart

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure attached
		(ii) Final decision making authority	Annexure attached
		(iii) Related provisions, acts, rules etc.	Annexure attached
		(iv) Time limit for taking a decisions, if any	As per subject matter of the information
		(v) Channel of supervision and accountability	As per organizational chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The economical and Statistical organization Punjab, provides funds for welfare schemes of the government to various agencies at district level. the department also provide statistical services to the state of Punjab.
		(ii) Norms/ standards for functions/ service delivery	This is as per the rules of Punjab government ----
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	As per subject matter
		(v) Process of redress of grievances	The grievances if the citizens are addressed by the department through various medium like RTI tool and other inter-departmental procedures.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Annexure attached
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	The departmental employees are transferred within the department and across various districts of Punjab as per the departmental rules.

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Department deals with the various document of eso like : statistical Abstract like : statistical Abstract Economic Survey Village directory District wise major crops in Punjab Infrastructure Statistical of Punjab etc.
		(ii) Custodian of documents/categories	Concerened branch incharge
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	There are various boards constituted within the department. The subject matter of these boards are mentioned in attached Annexure.
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure attached
		(ii) Telephone , fax and email ID	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Annexure attached
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Annexure attached
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The officers of ESO Punjab attend trainings on RTI frequently
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	Annexure attached
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	NA
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the programme or activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted 	<ul style="list-style-type: none"> NA NA NA NA NA NA

		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NA
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	NA

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	www.esopb.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Most of the publications of the department are available both in electronic form(on website) and printed format
3.5	Whether information manual/handbook available free of cost or not [Section4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	The publications are free of cost in printed format and most of them are available on website as well.

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	Available in both English and Punjabi.
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	The publications of ESO Punjab are updated as per the targets of the department.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	All the information related to department is available on website.(www.esopb.gov.in)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, faxemail)	The services provided by ESO Punjab are available in office primises. Address- Vit Te Yojana Bhawan, Plot No. 2B, 2 nd and 3 rd floor, Sector 33A, Chandigarh. Working hours- 9:00AM to 5:00PM Contact Details: 01722660137
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressalmechanism (ii) Details of applications receivedunder RTI and information provided (iii) List of completed schemes/projects/ Programmes (iv) List of schemes/ projects/programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and periodof completion of contract	The grievances if the citijens are addressed by the department through various medium like RTI tool and other inter-departmental procedures. Annexure attached NA

		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as a) Citizen's Charter	NA
		c) Six monthly reports loaded on the website or not	NA
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Annexure attached
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	The ESO Punjab frequently provides answers to the queries received by Parliament.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	As per annexure attached
		(ii)	Details of third party audit of voluntary disclosure	Third Party audit carried out on 7.12.2021
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	NA
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	As per annexure attached
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NA
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		www.esopb.gov.in

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

The record includes departmental information which is stored in the form of files, documents and other digital means of storage.

2. What is the ABC of record management?

The record management means proper maintainance and storage of information so that it can be retrieved as per official requirement.

3. How do you maintain records?

The records are maintained in files as per subject matter of the information. The digital means like Eoffice is also used for this purpose.

4. Language in which records are maintained?

English or
Punjabi or
Both

Both English and Punjabi.

5. When did your department destroy official records in the past?

The department destroyed its records in the year of 2014.

6. Has proper procedure been adopted for destroying the record?

Proper procedure is adopted for destruction of records.

7. If yes, what procedure has been adopted in seeking approval from this competent authority?

It is as per office instructions.

8. How do you index the record?

The indexing of the record is done date-wise.

9. Do the record rooms have sufficient space to store the record?

Yes/ No

There is no separate record room. The record is kept by concerned branches in their own custody.

10. Are sufficient steel almirahs/ racks available to store records?

Yes/ No

NA

11. How many steel almirahs/ racks are placed in the record room?

NA

12. How often record room is cleaned?

NA

13. What is the retrieval system of records?

The record is retrieved as per the directions received by senior officials.

14. How much time is required to retrieve the record?

It depends upon the subject matter of the information.

15. How frequently record is retrieved?

The record is retrieved as per official requirement.

16. Who is incharge of record room (designation)?

The record is kept by concerned branches in their own custody.

17. How many files which are more than 25 years old are not weeded out?

There are few files of permanent nature which are not weeded out. For example service record files etc.

18. How many files/records are marked for weeding out during the year?

NA

19. Why these files are not weeded out?

NA

20. Who is responsible for initiating the process of weeding out record?

Head of the department – Economic Advisor

SUPPORTING CONTENT

a) Vision

To be the most innovative State Statistical System in the country and best data bank for grass root level planning of the State and to effectively monitor and evaluate programmes and projects for ensuring efficient use of State and National resources.

b) Mission

To provide timely and accurate statistics, useful for planning, research and public discourse.

- i) To cater all data needs for informed decision making in a dynamic socio-economic context by making available accurate and timely statistics.
- ii) To undertake regular assessment of data needs for research, informed decision making and public discourse.
- iii) To participate and contribute actively in all national initiatives for development of statistical system in country

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.

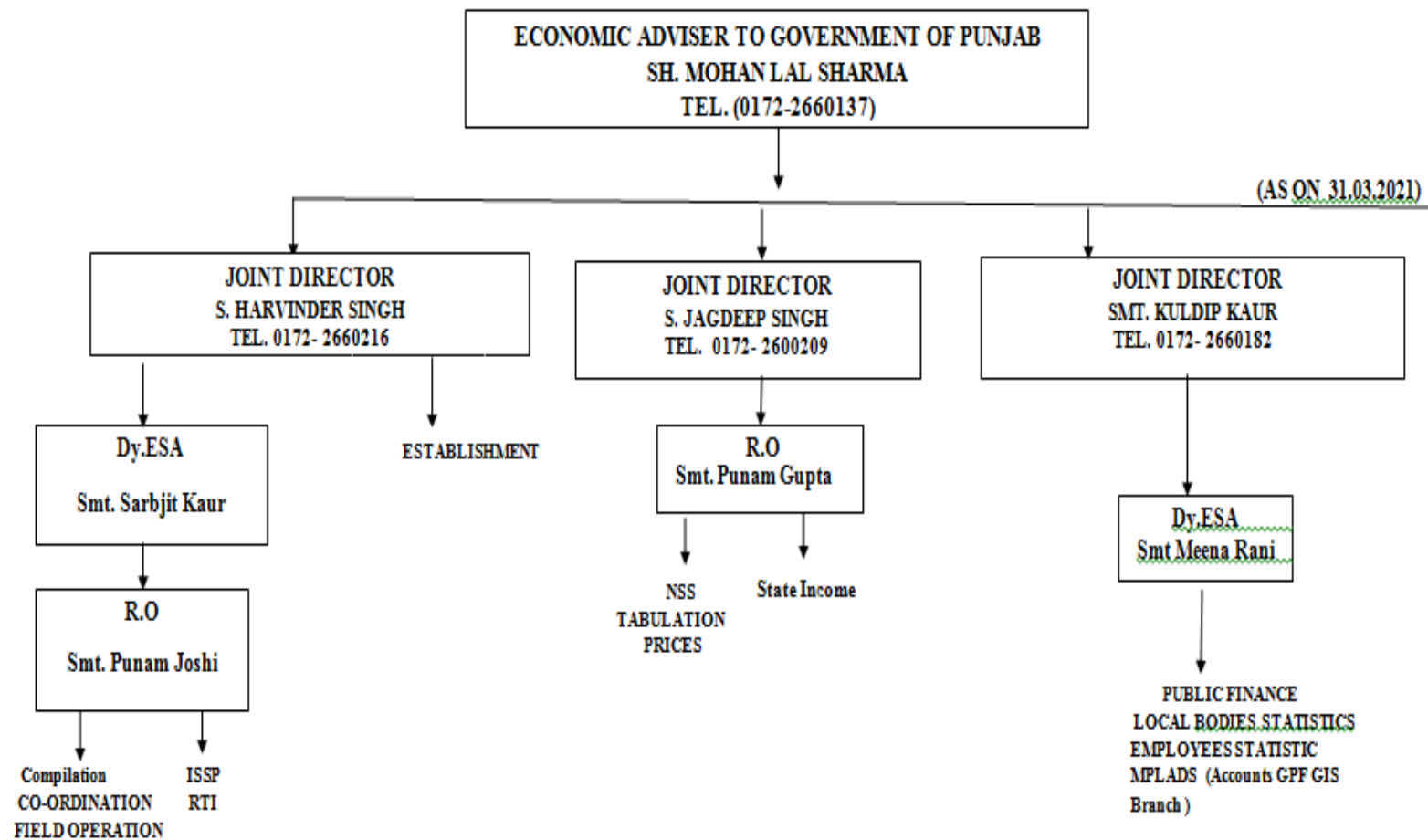
1.4 Functions and duties:

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 &Supdtts. Posts
3	Senior Assistant-III	<ol style="list-style-type: none"> 1. General Circulars and Instructions. 2. All returns/reports. 3. Meeting of Audit/Inspection committee. 4. Work related to inspection of D.S.O.offices and inspections etc. 5. Cases concerning to training, seminar, conferences etc.
4	Senior Assistant I-IV	<ol style="list-style-type: none"> 1. Work relating to treasury/cashier. 2. Supervision of care taker. 3. Staff of Group-4 and Drivers.
5	Senior Assistant-V	Work related to Establishment of all ministerial staff (Clerk, senior Assistant, Junior Assistant, Steno-typist, Junior Scale Stenographer, Senior Scale Stenographer, tracer and Draftsman and their issue related to court cases.
6	Senior Assistant-VI	Work related to all Investigator staff concerning court cases.
7	Senior Assistant-VII	<ol style="list-style-type: none"> 1. Work concerning accommodation for office, getting, permission of Honorarium. 2. Court cases related to these matters. 3. All work concerning the staff Data Entry Operator. 4. Work concerning of Electricity, water, and telephone.
8	Senior Assistant-VIII	Plan and Non Plan Budget of the Department and related court cases as well.
9	Senior Assistant-IX	<ol style="list-style-type: none"> 1. Work concerning traveling /contingency bills and traveling programme. 2. Medical bills. 3. Preparation of outlay (expenditure) report of the department. 4. Work concerning to the A.C.R.'s of the all officials of the department and work as correction of A.C.R.'s.
10	Senior Assistant-X	Work concerning preparation of pay bill/recovery bill/Advances and Medical, issuing of N.D.C. concerning loan and work related to income tax of the staff of the department.
11	Senior Assistant-XI	Work concerning up- keep of G.P.F. account and ledger, issues of statements of Group- I, 2, 3, and 4 besides inspection and forwarding of loans and advances of all types.
12	Senior Assistant-XII	<ol style="list-style-type: none"> 1. All work concerning G.I.S. 2. Department work related to permission of L.T.C./Advances and issues of identity cards to staff. <p>All the above Senior Assistants are assisted by Junior Assistants/Clerks/Stenos in the disposal of all matters of establishment.</p>

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

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

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

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

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

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

3.2 Final decision making authority:

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

3.3 Related provisions, acts, rules etc:

Government of Punjab
Department of Planning
(Planning Branch)

STANDING ORDER

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

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

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

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

Dated Chandigarh
10.5.2017

Manpreet Singh Badal

Finance&PlanningMinister,Punjab.

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

Dated Chandigarh the 15.5.2017

A copy is forwarded for information to the :-

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

Special Secretary Planning

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

Dated Chandigarh the 15.5.2017

Copy is forwarded to the :-

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

Special Secretary Planning

ANNEXURE-I 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 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.
 - (ii) Cases relating to appointments of Chairman, Executive Heads and Directors
 - (iii) Cases relating to re-employment of the Gazetted officers or extension in their term of employment.
 - (iv) Cases in which there is a difference of opinion between the Secretary and Minister incharge;
 - (v) 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-BPlan 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-imburement 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 Vidhansabha 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 appointment 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	<p>22. Punjab Economic & Statistical Organisation (State Service Class-I) First Amendment</p> <p>a. Rules 1986.</p> <p>23. Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963.</p> <p>24. Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986.</p> <p>25. Punjab State (Class-IV) Rules 1963 as amended from time to time.</p> <p>26. Punjab Civil Services General & Common Conditions of Service Rules, 1994.</p> <p>27. Punjab Civil Services Vol. I Part I</p> <p>28. Punjab Civil Services Vol. I Part II</p> <p>29. Punjab Civil Services Vol. I Part III</p> <p>30. Punjab Financial Rules</p> <p>31. Punjab Budget Manual</p> <p>32. Standing Orders of the Department</p> <p>33. Manual of Instructions and service matters printed by the Personnel Department from time to time</p> <p>34. Manuals of Instructions on financial matters printed by the Finance Department.</p> <p>35. Manual of Instructions on Reservation Policy printed by Welfare Department.</p> <p>36. Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners.</p> <p>37. Rules of Business of Govt. of Punjab /Allocation of Business Rules.</p> <p>38. Regulations and Instructions governing the work of Economic & Statistical Organisation, Punjab.</p> <p>39. Manual of Instructions regarding reservation of ex-servicemen.</p> <p>40. Manual of Instructions by Vigilance</p>	Covering the service conditions and rules formulated by the Government.

		Department. 41. Punjab Civil Service (Promotion of Stenographers) Rules, 1961. 42. Service Books, A.C.Rs. Appointment /Promotion /Leave Account Service Benefit	
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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
1 Service books and Personnel files 2. Details of Release of Advertisements & Payments 3. Brochures & Publicity Material CDs Etc. 4. Diary/ Dispatch Registers (Example) 5. Cash Book 6. Ledger 7. Vouchers of Cash, Bank and Journals 8. Balance Sheet 9. Salary Register 10. Provident Fund Register 11. Annual Returns 12. Correspondence with various Govt. Departments 13. Leave Record of Employees 14. Attendance Registers	Approach Public Information Officer	HOD

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.

1. 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.

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28th November, 2005

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

**THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005
(Punjab Act No.22 of 2005)**

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

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

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

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(AGHN.7,1927 SAKA)

Constitution
of District
Planning
Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

Terms of
members of
the
committee

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

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

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(AGHN.7,1927 SAKA)

5. 1) Subject to the provisions of this Act, the Committee shall exercise powers
to perform. The functions as mentioned below:-

Function
of the

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

Abolition of
DP & DB.

6. With effect from the date, the Committees are constituted under this Act, the existing District Planning and Development Boards in the State shall cease to function.

Meetings

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

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

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

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

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

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.

(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.

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(AGHN.7,1927 SAKA)

- Power to
remove
difficulties
- 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

9th Manual: Directory of Officers and employees

9.1 Name and designation

Sr.No	Name & Designation	Residential Address	Office Phone	Mobile No.	Office E-mail	Fax
1. Amritsar						
Assistant Research Officers						
1	Sadhna sharma, Assistant Research Officers	225 katra sufaid ,I/S Lahori Gate Amritsar	1832565999	9815716816		
2	Sandeep kumar, Assistant Research Officers	2309 Karmo Deory Amritsar	1832565999	9872019464		
Statistical Assistant						
3	Kawaljit kaur, Statistical Assistant	VPO Gharinda Near Govt Primery School Distt. Amritsar.	1832565999	9877475431		
4	Gurmeet singh, Statistical Assistant	VPO. Lashkari Nangal,Post Office guru ka Bagh, Teh Ajnala Distt. Amritsar.	1832565999	9592975414		
5	Parminder singh, Statistical Assistant	v p o Rasulpur Kalan,Distt. Amritsar	1832565999	9815720873		
6	Gurmeet singh, Statistical Assistant	VPO Lashkari Nangal ,Post Office Guru ka Bagh Teh. Ajnala Distt. amritsar	1832565999	9592975414		

7	Amarpal kaur, Statistical Assistant	VPO Nangli Kallan teh baba bakala,distt amritsar	1832565999	9915137820		
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Senior Assistant

8	Davinder kaur, Senior Assistant	H.No. 92-A Gali no.1 jhujhar singh Avenue Airport Road Amritsar	1832565999	9914916531		
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Steno Typist

9	Kulwinder kaur, Steno Typist	32-b, Guru Amardass Avenue, Ajnala Road, Amritsar.	1832565999	9888464507		
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Junior Assistant

10	Asha rani, Junior Assistant	H.No.128 Beauty Avenue Ram Tirth Road,Mahal Amritsar	1832565999	8437401414		
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11	Narinder singh, Junior Assistant	H.No. 910 Gali No. 5 Sharifpura Amritsar.	1832565999	8872516583		
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12	Neelam kumari, Junior Assistant	H.No 54 Tailor Road ,Amritsar	1832565999	9464477245		
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Investigator

13	Amandeep kaur, Investigator	v.p.o Jaspal The baba bakala Amritsar	1832565999	7889067664		
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14	Baljit kaur, Investigator	V.P.O Ttarsika The. Baba Bakala, District Amritsar.	1832565999	9855273856		
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15	Simarjit kaur, Investigator	House No 110A jhuzhar singh avenue ajнала road amritsar.	1832565999	9855019211		
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Peon Sweeper cum Chowkidar

16	Parween sharma, Peon Sweeper cum Chowkidar	Jagdamba Colony,Gali No 8H.no 72 Majitha Road Amritsar.	1832565999	7837368472		
17	Kimarjit kaur, Peon Sweeper cum Chowkidar	House No.2140Gali No. 2Girwali Gate.Gujarpura Amritsar	1832565999	8054611845		

2. Bathinda

Assistant Research Officers

1	Charanjit Kaur, Assistant Research Officers	Sarbha Nagar St. No.1 Bathinda	1642217050	9041476231	dyesabtd@yaho o.com	
2	Ranjeet Singh, Assistant Research Officers	#14128 st. no.6 ganesh nagar bathinda	1642217050	9815970540	dyesabtd@yaho o.com	

Statistical Assistant

3	Rupinder Singh, Statistical Assistant	#80 housefed colony Bathinda	1642217050	7837335987	dyesabtd@yaho o.com	
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Senior Assistant

4	Shinderpal Singh, Senior Assistant	V.P.o-Nahian Wala Bathinda	1642217050	9915447245	dyesabtd@yaho o.com	
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Investigator

5	Gurpreet Kaur, Investigator	#78 vishal nagar bathinda	1642217050	9417940845	dyesabtd@yaho o.com	
6	Sandeep Kumar, Investigator	c/o Dharampal halwai ward no.2 Bhucho mandi, bathinda	1642217050	9569305844	dyesabtd@yaho o.com	

Head Peon

7	Karamjit Singh, Head Peon	govt. q.no.5 block-c civil station bathinda	1642217050	9463374905	dyesabtd@yaho o.com	
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District Statistical Officers

8	Bahader Singh, District Statistical Officers	gali no.1 ward no.2 guru arjun dev nagar mansa	1642217050	9872580162	dyesabtd@yaho o.com	
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3. Faridkot

Statistical Assistant

1	Paramjit kaur, Statistical Assistant	V.P.O Thakarpura Teh. Patti, Distt.TarnTaran		7888342107		
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Senior Assistant

2	Paramjit Kaur, Senior Assistant	C/O CHARANJIT SINGH BHAN SINGH COLONY FARIDKOT		9464827009	pk27009@gmail .com	
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Junior Assistant

3	Puran Singh, Junior Assistant	Quarter No.112 B, Near Lal Kothi, Faridkot		8427022522		
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Investigator

4	Girish Kumar, Investigator	STREET NO 1 KOTHI NO 74 GURU NANAK COLONY FARIDKOT		8427500476		
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5	Sandeep Singh, Investigator	QUARTER NO 57 D GOVT COLONY FARIDKOT		7508699002		
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Data Entry operator

6	Kuldeep Singh, Data Entry operator	JEET AVENUE STREET NO 3 NEAR TARA PALACE FARIDKOT		7986850596		
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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

Research Officer

1	Gurpreet Singh, Research Officer	h.No.307/C, Sector 51-A, Chandigarh.	1763232363	9781130751	desa_fgs@yaho o.com	
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Statistical Assistant

2	Harmandeep Kaur, Statistical Assistant	C/O URWINDER SINGH, VILLAGE MEHDOODAN, FATEHGARH SAHIB, PUNJAB.	1763232363	9888880875	DESA_FGS@YA HOO.COM	
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Senior Assistant

3	Usha Rani, Senior Assistant	H.No.484, Street No. 12, Old Bishan Nagar, patiala, PUNJAB.	1763232363	9888703831	DESA_FGS@YA HOO.COM
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Data Entry operator

4	Subhash Chand, Data Entry operator	C/O PURA MOHALLA, W.NO. 5, BASSI PATHANA, PUNJAB.	1763232363	9780020852	DESA_FGS@YA HOO.COM
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Peon Sweeper cum Chowkidar

5	Mota Singh, Peon Sweeper cum Chowkidar	C/O KATHERA MOHALLA, W.NO. 10, BASSI PATHANA, PUNJAB.	1763232363	9814035044	DESA_FGS@YA HOO.COM
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District Statistical Officers

6	Gurmeet Singh, District Statistical Officers	VPO- GHARUAN, PATTI UCHAND, DISTRICT- SAS NAGAR, PUNJAB.	1763232363	9041618831	DESA_FGS@YA HOO.COM
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5. Ferozepur

Statistical Assistant

1	Avtar singh, Statistical Assistant		1632246753	9463342525	
2	Gurpreet singh, Statistical Assistant		1632246753	8146990472	
3	Nirmal singh, Statistical Assistant	Ganesh Enclave Ferozepur City	1632246753	9781497003	

Steno Typist

4	Harjinder pal, Steno Typist	Housing Board colony Quarter No. 244 Firozpur	1632246753	9463172097		
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Junior Assistant

5	Baljit kaur, Junior Assistant	Vir Nagar h.No. 15 GLINO. 1 Firozpur CITY	1632246753	8528269602		
6	Sanjiv maini, Junior Assistant	h.No. BS12/24 Kili Wali Gali Firozpur CITY	1632246753	8146600680		

Investigator

7	Tarsem lal, Investigator	New Nanakpura Backside RSD College Firozpur CITY	1632246753	8146600688		
8	Lakhwinder singh, Investigator		1632246753	9878098370		
9	Baljeet singh, Investigator	Village Guruditi Wala Firozpur	1632246753	9781867062		
10	Harjinder singh, Investigator	Village Betu Qadim P/O Khunder Uttar The & District Firozpur	1632246753	9914644379		

Data Entry operator

11	Gurnam kaur, Data Entry operator	Jallandhar colony Firozpur CITY	1632246753	8427779378		
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Peon Sweeper cum Chowkidar

12	Jiwan, Peon Sweeper cum Chowkidar	Housing Board colony Quarter No. 95 Firozpur	1632246753	8054908049		
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6. Gurdaspur**Deputy Economic and Statistical Adviser**

1	Ashok Kumar, Deputy Economic and Statistical Adviser	Bank Colony, Angooran wala Bagh, District Pathankot.	1874222722	9915612553	dyesagsp@yahoo o.co.in	
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Statistical Assistant

2	Renu Bala, Statistical Assistant	Moh. Model town, Near Kothe Bim sein,dinanagar,Distric t Gurdaspur.	1874222722	8146554048	dyesagsp@yahoo o.co.in	
3	Davinder Kaur, Statistical Assistant	Sewa Shuterling Store, Fatehgarh Churian Road, Majitha, District Amritsar	1874222722	9914453650	dyesagsp@yahoo o.co.in	1874222722
4	Suman Bala, Statistical Assistant	Durga Colony,Beramhpur Road, Gurdaspur	1874222722	8146888840	dyesagsp@yahoo o.co.in	

Senior Assistant

5	Gurmej Singh, Senior Assistant	H No. 402/14 New Sant Nagar, Gurdaspur.	1874222722	8427084329	dyesagsp@yahoo o.co.in	
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Steno Typist

6	Kulwantpal Kaur, Steno Typist	Basant Avenu Moh. Islamabad, Gurdaspur.	1874222722	9781911066	dyesagsp@yahoo o.co.in	1874222722
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Junior Assistant

7	Paramjit Kaur, Junior Assistant	Vill.Ariyan Wali P/o Dhandiala Nazara,Teh. Batala, District Gurdaspur	1874222722	9872948534	dyesagsp@yahoo o.co.in	1874222722
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8	Kewal Singh, Junior Assistant	VPO.Kahlwan, Teh.Batala, District Gurdaspur	1874222722	9914574387	dyesagsp@yaho o.co.in	
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Clerk

9	Nishan Singh, Clerk	Vill.Riali Kalan Teh.Batala District,Gurdaspur	1874222722	9872346359	dyesagsp@yaho o.co.in	
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Investigator

10	Gurpreet Singh, Investigator	Vill: Mathola P/o Bharth Teh: Batala Gurdaspur	1874222722	9815449650	dyesagsp@yaho o.co.in	1874222722
11	Sharanjit Singh, Investigator	Gali Shere Punjab, Moh.Simbal, Batala, District Gurdaspur	1874222722	9888042218		0
12	Charanjit Singh, Investigator	New Abadi,Umarpura,Bata la District Gurdaspur	1874222722	9915373975	dyesagsp@yaho o.co.in	

Peon Sweeper cum Chowkidar

13	Mandeep Sharma, Peon Sweeper cum Chowkidar	Vill.+ Po. Abdullapur Teh. Mukrian, District Hoshiarpur.		8727858143		
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7. Hoshiarpur

Deputy Economic and Statistical Adviser

1	Ravinder pall dutta, Deputy Economic and Statistical Adviser	H.no 426, street no.4, Vijay Nagar, Hoshiarpur	1882222391	9876166091	dyesahsp@yaho o.co.in	
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Assistant Research Officers

2	Jog Raj, Assistant Research Officers	Vill. Mehna, PO Bassi Kalan, Distt. Hsp	1882222391	9464617013		
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Statistical Assistant

3	Gurdial Singh, Statistical Assistant	Village Mira Chak, PO akalgarh Dhapaian, Tehsil & district Amritsar		9878142814		
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Senior Assistant

4	Rajinder Kaur, Senior Assistant	VPO Panchhat, Teh. Phagwara, Distt. Kapurthala	1882222391	9463772543	dyesahsp@yaho o.co.in	
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Clerk

5	Vinay Kumar, Clerk	VPO Gug Lehar, Teh. Amb, Distt. Una	1882222391	9988851637		
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Investigator

6	Sukhjinder Singh, Investigator	VPO Mari Buchain, Distt. Gurdaspur	1882222391	9872509930		
7	Dharminder Singh, Investigator	Vill. Chhina Veeran , PO Udhanwal, Teh. Batala, Distt. Gurdaspur	1882222391	8558043421		

Peon Sweeper cum Chowkidar

8	Rajni Kumari, Peon Sweeper cum Chowkidar	VPO. Loharli, Teh. Amb., Distt. Una.	1882222391	9625503490		
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District Statistical Officers

9	Balwant Singh, District Statistical Officers	Malkiat Enclave Near Guru Nanak Flour Mill, Piplanwala (Hsp)	1882222391	9465389022	dyesahsp@yahoo. co.in
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8. Jalandhar

Assistant Research Officers

1	Deepak Grewal, Assistant Research Officers	HOUSE NO. NH 159, MOHALLA KRAR KHAN JALANDHAR	1812223804	9417659617	
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Statistical Assistant

2	Vinod Beri, Statistical Assistant	H.NO. 327, STREET NO. 12, NEW JAWAHAR NAGAR, BATALLA ROAD, AMRITSAR.		9464854764	
3	Kanta Kumari, Statistical Assistant	nEW MOHALLA, GORAYA, JALANDHAR	1812223804	9872688710	
4	Bhupinder Kaur, Statistical Assistant	VILL. KAKKA KANDIALA, TEH. TARN TARAN, DIST TARN TARAN.	1812223804	8054603751	
5	Arun Kumar, Statistical Assistant	4520/23, rANJIT PURA, PUTLI GHAR, AMRITSAR	1812223804	9023234545	suparear@gmail .com
6	Raman Deep Kaur, Statistical Assistant	TAJ CITY-2, JALANDHAR ROAD, NAKODAR.		8146472023	

Senior Assistant

7	Kulwinder kaur, Senior Assistant	GALI NO. 3, FRIENDS COLONY, SLOW ROAD, SBS NAGAR.		8288937245		
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Steno Typist

8	Lakhwinder singh, Steno Typist	110/10, GURU NANAK PURA(WEST), JALANDHAR		9463061213		
9	Bimla Devi, Steno Typist	135, TOWER ENCLAVE PHASE-2, JALANDHAR		9464637997		

Junior Assistant

10	Jagdev singh, Junior Assistant	VPO ABBUWAL, TEH. RAIKOT, DISTT. LUDHIANA		9464612321		
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Investigator

11	Mandeep kaur, Investigator	VPO KOTLA SAJAWAR PUR, PO PANCHRANGA, BHOGPUR, JALANDHAR		9876380316		
12	Rajbaljinder Singh, Investigator	HOUSE NO. 8/2, 2273, GALI NO. 6, CHHOTA HARIPUR, AMRITSAR		8558049354		
13	Baldev singh, Investigator	VPO. KHANA PUADARA TEH. PHILLAUR, DISTT. JALANDHAR		9814302049		

14	Balvir Chand, Investigator	VPO BHATHE, P.O. KARTARPUR, TEH & DISTT. JALANDHAR.		9878071062		
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Peon Sweeper cum Chowkidar

15	Dhira singh, Peon Sweeper cum Chowkidar	VPO SABHRAN, TEH PATTI, DISTT. TARN TARAN		9041992339		
16	Jagir Kaur, Peon Sweeper cum Chowkidar	60-A, NEW GANESH NAGAR, DHILWAN, JALANDHAR CANTT.		9464235114		
17	Rani, Peon Sweeper cum Chowkidar	MISSION COMPOUND CIVIL LINE DISTT HOSHIARPUR		7837863345		

9. Kapurthala

Deputy Economic and Statistical Adviser

1	Rani, Deputy Economic and Statistical Adviser	7 GOBIND NAGAR BASTI GUJAN JALANDHAR CITY	1822232477	9815760374	DYESA_KPT@YA HOO.CO.IN	
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Assistant Research Officers

2	Rahul Kumar, Assistant Research Officers	HNO.EF165 MANDI ROAD JALANDHAR CITY	1822232477	9478600372	dyesa_kpt@yah oo.co.in	
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Statistical Assistant

3	Rajdawinder Kaur, Statistical Assistant	Vill Pakhopur Tehsil and Distt. Tarntaran	1822232477	9781660090	dyesa_kpt@yah oo.co.in	
4	Kanwaljit kaur, Statistical Assistant	VPO Kotala Gujrana, Tehsil Majhitha Distt. Amritsar		9915757168		

5	Balwinder Singh, Statistical Assistant	VPO Rajdhan Tehsil Baba Bakala Distt. Amritsar	1822232477	9915139931	dyesa_kpt@yahoo.co.in
6	Sukhcharanjit Singh, Statistical Assistant	VPO Tanail, Tehsil Baba Bakala Distt. Amritsar	1822232477	9872122708	
7	Jagpal Singh, Statistical Assistant	27-A, Jagatjit Park, Kapurthala	1822232477	9855094794	dyesa_kpt@yahoo.co.in

Senior Assistant

8	Shashi Kiran, Senior Assistant	26 Greater Kailash, Kartarpur Road, Opp. CKCS KAPURTHALA	1822232477	9464340271	DYESA_KPT@YAHOO.CO.IN
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Junior Assistant

9	Gurmail Singh, Junior Assistant	Near Sharma Petrol Pump, Baba Bakala, VPO Rayya Tehsil Baba Bakala, Distt. Amritsar	1822232477	9815422345	dyesa_kpt@yahoo.co.in
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Investigator

10	Palwinder Singh, Investigator	VPO Bhullarai Tehsil Phagwara Distt. Kapurthala	1822232477	9888227790	dyesa_kpt@yahoo.co.in
11	Sarwan Singh, Investigator	VPO Sheron Bagha Tehsil Baba Bakala, Distt. Amritsar	1822232477	8427423695	dyesa_kpt@yahoo.co.in

Data Entry operator

12	Tamsa Adia, Data Entry operator	12-B, Officer Colony, Kapurthala	1822232477	9915234448	dyesa_kpt@yahoo.co.in
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Peon Sweeper cum Chowkidar

13	Gurpreet Singh, Peon Sweeper cum Chowkidar	VPO Nagoke Tehsil Khadoor Sahib Distt Tarntaran	1822232477	9779379484	dyesa_kpt@yahoo.co.in
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10. Ludhiana

Research Officer

1	Parveen kumari, Research Officer	H.no 3268-BXIV islam ganj ludhiana	9988827688	9988827688	dy.esaludhiana@yahoo.com
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Statistical Assistant

2	Gurbinder kaur, Statistical Assistant	khanna city	7355963630	7355963630	dy.esaludhiana@yahoo.com
3	Smt neena tangri, Statistical Assistant	h. no 43 gali no 3/12 ishar nagar gill kanal ludhiana	9815703759	9815703759	dy.esaludhia@yahoo.com
4	Pinki jagdev, Statistical Assistant	h. no 50 sant enclave dhandra road dugri ludhiana	8146087600	8146087600	dy.esaludhiana@yahoo.com
5	Manjeet kaur, Statistical Assistant	sBS nagar dhandra road ludhiana	9915013100	9915013100	dy.esaludhiana@yahoo.com

Junior Assistant

6	Santokh singh, Junior Assistant	vill- mandiani sub teh mullanpur dakha ludhiana	9988851616	9988851616	dy.esaludhiana@yahoo.com
7	Harninder kaur, Junior Assistant	h. no 8-B officers hostels near fountain chownk civil lines ludhiana	8054019450	8054019450	dy.esaludhiana@yahoo.com

8	Ravinder pal singh, Junior Assistant	Vill- Jassowal Distt ludhiana	9417716067	9417716067	dy.esaludhiana@yahoo.com
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Investigator

9	Jyoti, Investigator	H.no 6700 St. no 2 hargobind nagar ludhiana	7696271070	7696271070	dy.esaludhia@yahoo.com
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Data Entry operator

10	Harjit kaur, Data Entry operator	h. no 3093 -A gurdev nagar malhar road ludhiana	9988894318	9988894318	dy.esaludhiana@yahoo.com
11	Sukhraj kaur, Data Entry operator	2867-A crpf colony dugri ludhiana	9988851677	9988851677	dy.esaludhiana@yahoo.com

Head Peon

12	Gurmukh singh, Head Peon	C/o Satnam singh satti gali no .2 dharm kanda new vijay nagar tajpur road p/o jadhewal basti ludhiana	9815592987	9815592987	dy.esaludhiana@yadhoo.com
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11. Mansa

Statistical Assistant

1	Varinder kumar, Statistical Assistant	new court road gali no 3 mansa		9256047874	mittalvarinder@yahoo.co.in
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Junior Assistant

2	Sukhwinder singh, Junior Assistant	vpo anmol teh sunam distt sangrur		9501250022	dyesa_mansa@yahoo.co.in
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12. Moga

Research Officer

1	Sh Surinder Kumar, Research Officer	194/8, Friends Colony, Near D.A.V. College, Jalandhar City	1636238330	9465593655	desamoga@hotmail.com	1636238330
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Statistical Assistant

2	Arsal Singh, Statistical Assistant	H.No. 1836, Ward No. 1, St. No.11, Suraj Nagar, Amandeep Avenue, Moga	1636238330	9780002242	desamoga@hotmail.com	
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3	Ashu Kumar, Statistical Assistant	H. No.904, St. No. 1, Guru Nanak Nagar, Back Side Geeta Bhawan Moga	1636238330	9855727617	desamoga@hotmail.com	
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Steno Typist

4	Surinder Singh, Steno Typist	Jujhar Nagar, Gali No. 1, H.No. 391, Moga	1636238330	9646769455	desamoga@hotmail.com	
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Junior Assistant

5	Poonam, Junior Assistant	Desmesh Nagar, Tanki Wali Gali No. 6, Moga	1636238330	8427100836	desamoga@hotmail.com	
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Investigator

6	Shivdeep Goyal, Investigator	RAJINDRA ESTATE H.NO. 477 BLOCK B MOGA	1636238330	9501200817	desamoga@hotmail.com	
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Data Entry operator

7	Varjinder Kaur, Data Entry operator	House # 290/A, Shahid Bhagat Singh Colony, Basti Gobindgarh, Moga	1636238330	9501019103	desamoga@hotmail.com	1636238330
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13. Sri Muktsar Sahib**Deputy Economic and Statistical Adviser**

1	Parminder kaue, Deputy Economic and Statistical Adviser	#47A, Street No.5, Manjit Nagar, Bhadson Road Patiala		9463034151		
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Junior Assistant

2	Gurmail singh, Junior Assistant	Tharajwala Tehsil Gidderbaha District Sri Muktsar Sahib		9417110556	gumailswagh@gmail.com	
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Investigator

3	Ranjit singh, Investigator	Village Nizamseen wala Tehsil Zira District Firozpur		9914163213		
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Peon Sweeper cum Chowkidar

4	Rajpal singh, Peon Sweeper cum Chowkidar	Village Butter Sharinh Tehsil Gidderbaha District Sri Muktsar Sahib		8699200326		
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14. SBS Nagar**Deputy Economic and Statistical Adviser**

1	Naresh Kumar, Deputy Economic and Statistical Adviser	106/13 maduban colont raj nagar kapurthla road jalandhar	9814716670	9814716670	nareshdyesansr@gmail.com	
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Statistical Assistant

2	Surinder Singh, Statistical Assistant	Mohalla Khosla, Rahon Distt. SBS NAGAR	1823223090	9465861329	dy_esa_nsr@yahoo.co.in	1823223090
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3	Jaswant Singh, Statistical Assistant	Near Punjab& Sindh Bank Railway Road,Banga,Distt.SB S NAGAR	1823223090	8146676703	dy_esa_nsr@ya hoo.co.in	1823223090
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Junior Assistant

4	Tajinder Pal Singh, Junior Assistant	34/1 Guru nanak colony TT road Amritsar	9779711554	9779711554	tajinderps1974 @gmail.com	
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Investigator

5	Gurinder Badhan, Investigator	VPO.Behram,Tehsil Banga,Distt.SBS NAGAR	1823223090	9815645771	dy_esa_nsr@ya hoo.co.in	1823223090
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Peon Sweeper cum Chowkidar

6	Himmat Kumar, Peon Sweeper cum Chowkidar	Ward No.13,VPO Mahilpur,Hoshiarpur	1823223090	9876487537	dy_esa_nsr@ya hoo.co.in	1823223090
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15. Patiala

Deputy Economic and Statistical Adviser

1	Parminder kaur, Deputy Economic and Statistical Adviser	#47A,Manjit Nagar, Street No. 5Bhdson Road, Patiala	1752201486	9463034151		
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Statistical Assistant

2	Amardeep kaur, Statistical Assistant	#648-V, Street No.16, old Bishan nagar, Patiala	01752201486	9914531851		
3	Jaswinder kaur, Statistical Assistant	Village and Post office Sidhuwal, Tehsil& District Patiala	01752201486	7888624324		

Senior Assistant

4	Jagdeep singh, Senior Assistant		01752201486	9872839343		
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Junior Assistant

5	Jagjit kaur, Junior Assistant	# 65,Rehmat Niwas,Ananad Nagar- A (Extn.), Patiala	01752201486	9872203279		
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6	Charanjit singh, Junior Assistant	# 290,Ghuman Nagar-A Sirhind Road , Patiala	01752201486	8699734370		
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Clerk

7	Gurkirpal singh, Clerk	# A-52 ,DLF Colony, Patiala	01752201486	9815489098		
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Investigator

8	Harpreet kaur, Investigator	Village Kakra, PO bhawanigarh district Sangrur	01752201486	7529888817		
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9	Hemant kumar, Investigator	# 149,anand Nagar-A Patiala	01752201486	9876033700		
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10	Bikramjit singh, Investigator	#648-V, Street No.16, old Bishan nagar, Patiala	01752201486	9814729977		
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Data Entry operator

11	Iqbal singh, Data Entry operator	# 146-C,Punjabi Bagh Patiala	01752201486	9417700146		
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12	Gurvinder kaur, Data Entry operator	# 59 street No. 9 Guru Nanak Nagar, Patiala	01752201486	9914023425		
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Driver

13	Gurcharan singh, Driver	Village badbar,tehsil & district barnala	01752201486	9876810153		
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Head Peon

14	Gurpreet singh, Head Peon	Village Daun Khurd,tehsil & district barnala	01752201486	9915679824		
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Peon Sweeper cum Chowkidar

15	Ram lubhaya, Peon Sweeper cum Chowkidar	26,Ranjit Bagh, Patiala	01752201486	9876057810		
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16. Rupnagar

Statistical Assistant

1	Karnail singh, Statistical Assistant	VILLAGE DAROLI UPPER, TEHSIL SHRI ANANDPUR SAHIB, DISTRIT RUPNAGAR	1881220528	9463822606	dyesaropar@yahoo.co.in	
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Investigator

2	Navdeep kaur, Investigator	VPO DHANOURI TEHSIL SHRI CHAMKOUR SAHIB, DISTRICT RUPNAGAR	1881220528	9914645738	dyesaropar@yahoo.co.in	
3	Sukhvir singh, Investigator	VILLAGE BASSI, TEHSIL SHRI ANANDPUR SAHIB, DISTRICT RUPNAGAR	1881220528	9463448823	dyesaropar@yahoo.co.in	

Data Entry operator

4	Iqbaljit singh, Data Entry operator	H.NO. 638, GIANI ZAIL SINGH, ROPAR	1881220528	9417803638	dyesaropar@yahoo.co.in	
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5	Ajaib singh, Data Entry operator	VPO SANETA, TEHSIL AND DISTRICT S.A.S.NAGAR	1881220528	9878256165	dyesaropar@ya hoo.co.in	
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Peon Sweeper cum Chowkidar

6	Sampuran singh, Peon Sweeper cum Chowkidar	h.no.44, gARDEN COLONY, WARD NO.13 RUPNAGAR	1881220528	9915480717	dyesaropar@ya hoo.co.in	
7	Ashok kumar, Peon Sweeper cum Chowkidar	H.NO.634, BALMIK MOHALA, RUPNAGAR	1881220528	9815784965	dyesaropar@ya hoo.co.in	
8	Balwinder Singh, Peon Sweeper cum Chowkidar	VILLAGE SHAMPURA, TEHSIL AND DISTRICT RUPNAGAR	1881220528	9855577010	dyesaropar@ya hoo.co.in	

District Statistical Officers

9	Harmesh kumar, District Statistical Officers	VPO KAGNA BET, TEHSIL BALACHAUR, DISTRICT S.B.S. nAGAR	1881220528	9464235957	dyesaropar@ya hoo.co.in	
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17. Sangrur

Deputy Economic and Statistical Adviser

1	Paramjeet Singh, Deputy Economic and Statistical Adviser	55 Dashmesh Avenue opposite namdev Singh gurdwara sangrur		9417022785		
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Assistant Research Officers

2	Raj Kumar, Assistant Research Officers	Dhuri Gate Phirmi Road Sangrur	1672234172	9815402697	desa_sgr@yaho o.co.in	1672235172
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Statistical Assistant

3	Karanjit Singh, Statistical Assistant	House No. 30-B, Nabha Gate Sangrur	1672234172	9814826017	desa_sgr@yaho o.co.in	
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Senior Assistant

4	Vijay Lakshmi, Senior Assistant	Patiala		9041872500		
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Steno Typist

5	Gurjeet Kaur, Steno Typist	Dashmesh Avenue Sangrur		8729021600		
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Junior Assistant

6	Kamaljeet singh, Junior Assistant	VPO Tibba Teh Dhuri sangrur		9877622437		
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Clerk

7	Tarsem chand, Clerk	158 Housing board colony sangrur		9779580082		
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Investigator

8	Ashwani Kumar, Investigator	Patran		9988912008		
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9	Manpreet Singh, Investigator	VPO Uppli Teh. and District Sangrur	1672235172	9914045262	desa_sgr@yaho o.co.in	1672235172
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10	Sandeep Rani, Investigator	Haripura road Near Bansal Hospital Sangrur	1672234172	9781745143	desa_sgr@yaho o.co.in	
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Peon Sweeper cum Chowkidar

11	Sandeep Singh, Peon Sweeper cum Chowkidar	VPO Ghorenab, Teh. Lehra District Sangrur	1672234172	8146858042	desa_sgr@yaho o.co.in	
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18. SAS Nagar (Mohali)

Research Officer

1	Gurpreet singh, Research Officer	H.No307/C Sector 51A Chandigarh	1722219556	9781130751	dyesasasnagar@yahoo.com
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Investigator

2	Beant singh, Investigator	VPO Dhanauri Teh Chamkaur Sahib Dist Roopnagar	1722219556	9779392909	dyesasasnagar@yahoo.com
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3	Harmeet Kaur, Investigator	H No 366 A Dasmesh Nagar Kharar Distt SAS Nagar	1722219556	9855967895	dyessasnagar@yahoo.com
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Data Entry operator

4	Sukhwinder singh, Data Entry operator	VPO Cholta Khurd Teh Kharar Distt SAS Nagar	1722219556	9876722218	dyesasasnagar@yahoo.com
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Peon Sweeper cum Chowkidar

5	Jagga singh, Peon Sweeper cum Chowkidar	H No 235 Gali No 4 Ward No 11 Guru Nanak Colony Banur Distt SAS Nagar	1722219556	9814845729	dyesasasnagar@yahoo.com
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19. Barnala

Junior Assistant

1	Kuldip Kaur, Junior Assistant	H.No. 9, Krishna enclave, Barnala	1679243232	9417504526	dyesabnl@gmail.com
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Investigator

2	Sukhmeet singh, Investigator	vill. nimwala Mour, Teh. Tapa,P.O.Sukhpura, Ditt. barnala	1679243232	9915130640	dyesabnl@gmail.com
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Head Peon

3	Raspal singh, Head Peon	C/O Satpal, H.no. B/1772, Nariyan Singh Wala, Barnala	1679243232	9878684852	dyesabnl@gmail .com
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20. Tarn Taran

Deputy Economic and Statistical Adviser

1	Amandeep Singh, Deputy Economic and Statistical Adviser	Gali man Singh, Amritsar Road, Tarn taran		9814259740	
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Assistant Research Officers

2	Gurinder Singh, Assistant Research Officers	Mohalla Guru ka Khoo, Tarn Taran		9888100198	
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Statistical Assistant

3	Sukhwinder Kaur, Statistical Assistant	VPO Chheharta Distt.Amritsar		9915432598	
4	Rajbir Kaur, Statistical Assistant	VPO Felo Ke Distt.Tarn Taran		9914799947	

Junior Assistant

5	Kamalpreet Kaur, Junior Assistant	H. No. 19B, New Golden Avenue, Amritsar		9463323883	
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Investigator

6	Sourav devgan, Investigator	sarhali road tarn taran		9517672000	
7	Navdeep Kaur, Investigator	VPO Kurivalah Distt.Tarn Taran		9463447150	

Peon Sweeper cum Chowkidar

8	Malkit Kaur, Peon Sweeper cum Chowkidar	Chabal road fatahpur amritsar		8729098169	
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9	Kamal Kaur, Peon Sweeper cum Chowkidar	VPO Louka Tehsil Patti Distt.Taran Taran		9872801090		
10	Bhag Singh, Peon Sweeper cum Chowkidar	VPO Bhai Ladhu Tehsil Patti Distt.Tarn Taran		9464758092		

21. Fazilka

Deputy Economic and Statistical Adviser

1	Ravinder pall dutta, Deputy Economic and Statistical Adviser	# 426 Street no. 4 Vijay Nagar Hoshiarpur	1638260292	9876166091	Dyesafazilka@y ahoo.com	
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Statistical Assistant

2	Harpal Singh, Statistical Assistant	Friend colony Street no. 2 Abohar	1638260292	9876560065	dyesafazilka@ya hoo.com	
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22. Pathankot

Deputy Economic and Statistical Adviser

1	Charanjeet Singh, Deputy Economic and Statistical Adviser	H.No. 17-A Rani ka Bagh Near Shivala Mandir Amritsar	1862345100	9779779288	DYESAPATHANK OT@GMAIL.CO M	
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Assistant Research Officers

2	Rajesh sharma, Assistant Research Officers	rSD COLONY JUGIAL P/O SHAHPURKANDI DISTT PATHANKOT	1862345100	7837109376	DYESAFIELD@Y AHOOCOM	
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Junior Assistant

3	Parveen Kumar, Junior Assistant	B-6 Officer Colony Pathankot	1862345100	8558913139	DYESAPATHANK OT@YAHOO.CO M	
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Headquarter- Chandigarh

Economic Adviser

1	Mohan Lal Sharma, Economic Adviser	H. No. 48, Young Dweller Society, Sector 49-A, Chandigarh	1722660137	7589000014	e.advi@punjab.gov.in
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Joint Director

2	Harvinder Singh, Joint Director	H. No 450-A, Sector 61 , Chandigarh	1722660216	9779089450	jointdir1.eso@punjab.gov.in
3	Jagdeep Singh, Joint Director	H. No . 2870/C, Sector 42-c, Chandigarh	1722600209	9815995021	jointdir2.eso@punjab.gov.in
4	Kuldeep Kaur, Joint Director	H. No. 2873/A, Sector 42-C, Chandigarh	1722660182	9646732002	jointdir3.eso@punjab.gov.in

Deputy Economic and Statistical Adviser

5	Devinder Kumar, Deputy Economic and Statistical Adviser	# 55,Golden City Mundi Kharar		9914052826	
6	Sarbjit Kaur, Deputy Economic and Statistical Adviser	H.No. 1022, Sunny Enclave, Kharar		9646169372	sarab_sarao3@yahoo.in
7	Meena Rani, Deputy Economic and Statistical Adviser	H.NO. 3177, Sector 37-D, Chandigarh		9463654637	compilationeso@gmail.com
8	Rakesh Kumar Kalia, Deputy Economic and Statistical Adviser	#832 Sector78 SAS NAGAR		9417402236	kaliarakesh1960@gmail.com

Research Officer

9	Punam Joshi, Research Officer	H.NO. 1831/1, Ph 10, Housefed Complex, SAS Nagar		9463837025	punammehta24 @gmail.com	
10	Punam Gupta, Research Officer	H.NO. 2216/50 C, PEPSU Society, Chandigarh		9915839949	punamguptaeso @gmail.com	
11	Miury, Research Officer	H.No. HM- 358, Phase 9, SAS Nagar		9876066358		
12	Divya Ratan Pal, Research Officer	H.No 826, Sector 78, SAS Nagar		9855711059	divyarp83@yah oo.in	
13	Prem Kumar, Research Officer	H.No.13,GD Rail Vihar Sector 4,Mansa Devi Complex PKI		9781297944		

Superintendent Grade I

14	Suresh Kumar Chauhan, Superintendent Grade I	C/o Sh. Jagan Nath, Near Dhillon Resorts, Nayagaon, SAS Nagar		9041988612	supdtesteso@g mail.com	
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Assistant Research Officers

15	Mukta Passi, Assistant Research Officers	H.no. 2102, Sector 20,Jalvayue Vihar Panchkula		9872746033		
16	Sunita Prabhakar, Assistant Research Officers	H.NO. 2161, Sector 44-C, Chandigarh		9417366342		
17	Sita Ram, Assistant Research Officers	H.No 2259, Sector 23-C, Chandigarh		9878293675		

18	Kuljeet Singh, Assistant Research Officers	H.No. 1197, Sector 23-B, Chandigarh		9988202078	kuljit119723@g mail.com	
19	Satwinder Kaur, Assistant Research Officers	H.No. 221/A, Sector 51-A, Chandigarh		9814853053		
20	Sukhwinder Singh, Assistant Research Officers	H.NO. 692, Sector 59, SAS Nagar		9855571070	shukhiinval@ya hoo.in	
21	Satkiran Lilly Bhullar, Assistant Research Officers	H.No. 2143, Sector 40-C, Chandigarh		8699713760		
22	Gurminder Kaur, Assistant Research Officers	H.No. 10, Phase 6, SAS Nagar		9464395385	gurmovi1972@g mail.com	

Superintendent Grade-II

23	Balwinder Kaur, Superintendent Grade-II	H.NO. 5082/2, Cat.- III, Mani Majra, MHC,.		9417512373	assttesteso@gm ail.com	
24	Dalbir Singh, Superintendent Grade-II	#1126 ManiMajra Gobindpura		9988164878		

Statistical Assistant

25	Rajwinder Kaur, Statistical Assistant	# 49 sector69 SAS Nagar		7986434604		
26	Jaswinder Kaur, Statistical Assistant	H.No. 2367, Sector 20-C, Chandigarh		9915951285		
27	Tarsem singh, Statistical Assistant	# 1894 Sector 34D Chandigarh		9815238213		

28	Amanjot Kaur, Statistical Assistant	H.No. 2533, Phase 11, SAS Nagar		9855523602		
29	Harish Kumar, Statistical Assistant	H.No. 30, Harmilap Nagar, Phase 2, Baltana, Zirakpur	9878126440	9878126440		
30	Manjeet Kaur, Statistical Assistant	H.No. 213, Ward No. 7, Gobind Nagar, Nayan Gaon, SAS Nagar		9780580157	noor.jaskirat@y ahoo.in	
31	Harbhajan Kaur, Statistical Assistant	H.NO. 1482/B, Sector 61, Chandigarh		8196058999		

Senior Assistant

32	Inderjit Kaur, Senior Assistant	H.No. 1714, Sector 23-B, Chandigarh		9041111272	kinderjit04@gm ail.com	
33	Jaswinder Kaur D O Sham Singh, Senior Assistant	H.No. HM 346, Phase 9, SAS Nagar		9781993347	jaswinder1908 @gmail.com	
34	Radha, Senior Assistant	H.NO. 5, Sector 28 A, Chandigarh		9814524754		
35	Chand Kiran, Senior Assistant	H.No. 877/8, Moh. Loharan Wala, Dera Bassi		9814974742	chandkiran40@ yahoo.com	
36	Rakesh Kumar, Senior Assistant	H.No 842, Phase 10, SAS Nagar		9463594403		
37	Satish Kumar, Senior Assistant	H.No.1613-c, Sector 35B, Chandigarh		9814007344	skmoudgil98@g mail.com	
38	Shashi Bala, Senior Assistant	H.No. 1163, Sector 43 B, Chandigarh		9815990256	shashibala2968 @gmail.com	

Senior Scale Stenographer

39	Usha Peepat, Senior Scale Stenographer	H.No. 331, Near Gugga Mari, Gilco Valley, Kharar	1722704540	9478594366	usha66peepat@ gmail.com	
40	Harbans Singh, Senior Scale Stenographer	H.No. 1122, Sector 42-B, Chandigarh	1722707362	9814641109		

Junior Scale Stenographer

41	Jaswinder Kaur D O Balwant Singh, Junior Scale Stenographer	H.NO. 1539, Sector 20 B, Chandigarh		9316042405	kjaswinder445@ gmail.com	
42	Krishna Devi, Junior Scale Stenographer	H.No. 750, Sector 40-A, Chandigarh		9872106750		
43	Satnam Singh, Junior Scale Stenographer	H.No. 39, Palsora, Chandigarh		9814810753		

Junior Assistant

44	Saroj Bala, Junior Assistant	H.No. 1481/1, Sector 29 B, Chandigarh		9915236914	esopunjab@gm ail.com	
45	Mandeep Singh, Junior Assistant	H.No. 2533, Phase- XI, SAS Nagar		9814422322	mandeepsidhu5 054@gmail.com	
46	Sujata Goel, Junior Assistant	H.No.1379, Sector 15, Panchkula		9814582020		
47	Randhir Kaur, Junior Assistant	H. No. 580, Phase 4, SAS Nagar		9915771934	kaurrandhir94@ gmail.com	
48	Parma Nand, Junior Assistant	H.NO. 2284 B, Sector 19-C, Chandigarh		9814237999		
49	Kulwinder Singh, Junior Assistant	H.No. 1194, Sector 11, Ranjit Nagar, Kharar		9914511259		

50	Rahul Kalra, Junior Assistant	H. No. 2409 B, Sector 39-C, Chandigarh		9780265658	kalrarahul9@gm ail.com	
51	Dilbag Singh, Junior Assistant	H.No. 213, Ward No. 4, Gobind Nagar, Naya Gaon, Mohali		8360667880		

Clerk

52	Anil Kumar, Clerk	H.No. 2916, Sector- 20-c, Chandigarh		9780274430		
53	Kanwaljit Kaur, Clerk	H.No. 1829, Sector 43-B, Chandigarh		9463643086	kanwaljit33@g mail.com	
54	Jagdish Kumar, Clerk	H. No. 2320, Sector 28-C, Chandigarh		9888883826	jagdishsharmac hd@gmail.com	
55	Kanwal Jit, Clerk	# 2289 A Sector 23c Chandigarh		9855079363		
56	Sanjeev Kumar, Clerk	H.No. 2594, Sector 39 C, Chandigarh		9878630164	sanjukverma76 @gmail.com	
57	Gurbinder Singh, Clerk	H.No.2944/2, Sector- 47-c, Chandigarh		9888730024	gurvinder8885 @hotmak.com	
58	Sandeep Singh, Clerk	H.No. 102, VPO Dhanas, Chandigarh		9417092605		
59	Kulbir Singh, Clerk	H.No. 1264, Ward No. 9, Khanpur Kharar		9855551173	khanpuri@gmail .com	

Investigator

60	Nancy, Investigator	H.NO. 668, Sector 30-A, RBI Colony, CHD		8054714050	nancythaman23 @gmail.com	
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61	Amanpreet Kaur, Investigator	H.No. 1162, Sector 40-B, Chandigarh		8054209016	aman_lalli84@gmail.com	
62	Kulwinder Kaur, Investigator	Vill. Baironpur Bhago Majra, Landran Road, SAS Nagar		9915952371	kulwinderkaur103@gmail.com	

Driver

63	Balwinder Singh, Driver	H.NO. 126, Ward No. 8 Nayagoan, SAS Nagar		9417408234		
64	Amandeep Singh, Driver	H.No. 927, Sector 60, SAS Nagar		9417544585		

Head Peon

65	Rajinder Singh, Head Peon	H.No. 2456, Sector 27-C, Chandigarh		9041957146		
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Peon Sweeper cum Chowkidar

66	Haramrit Singh, Peon Sweeper cum Chowkidar	Vill. Bhago Majra , Bharampur, Teh. and Dist. SAS Nagar - 140307		8146879587		
67	Gursevak Singh, Peon Sweeper cum Chowkidar	H.No 2440, Sector- 20, Chandigarh		9855493268		
68	Gurjeet Ram, Peon Sweeper cum Chowkidar	H.No. 342, Sector 29-A, Chandigarh		9815545001		
69	Kamla Pati Gautam, Peon Sweeper cum Chowkidar	H.No. 680, Sector 16D, Chandigarh		7696644178		

70	Raman Kumar, Peon Sweeper cum Chowkidar	H.No. 4344, Sector 46-D, Chandigarh		9316888725		
71	Sukhdev Singh, Peon Sweeper cum Chowkidar	H.No.2262-c,Sector- 24,Chandigarh		9988832248		
72	Gourav Parmar, Peon Sweeper cum Chowkidar	H.No. 2567, Sector- 56, Chandigarh		9882264062		
73	Charanjit Kaur, Peon Sweeper cum Chowkidar	H.No.2167, Sector 40c Chandigarh		9815319565		
74	Sandeep Kumar Gupta, Peon Sweeper cum Chowkidar	H.NO. 225/A, Pipli Wala Town, Mani Majra		9876878225		
75	Balwinder Singh, Peon Sweeper cum Chowkidar	H.No. 3404, Sector 22-D, Chandigarh		7508099679		
76	Ravinder Singh, Peon Sweeper cum Chowkidar	Vill. Mubarakpur, Dera Bassi, SAS Nagar		9855647331		
77	Harparnam, Peon Sweeper cum Chowkidar	H.No. 3049 A, Sector 39-D, Chandigarh		7087680664		
78	Manjit Singh, Peon Sweeper cum Chowkidar	VPO Kannaur, Khijargarh Banur		9855382638		
79	Vishvajeet, Peon Sweeper cum Chowkidar	H.No. 2680, Sector 27-C, Chandigarh		9876477703		
80	Jagdish Rai, Peon Sweeper cum Chowkidar	H.No 3764, Moli Complex, Chandigarh		9814903764		

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

10.1 Name and designation of the employee

10.2 Monthly remuneration

10.3 System of compensation as provided by in its regulations

Head Office

(As on 31.3.19)

Sr. No	Name & Designation	Sanction Pay Scale	Basic Pay	Grade Pay	Monthly Remuneration
1. Amritsar					
Assistant Research Officers					
1	Sadhna sharma	10300-34800	19690	4600	67743
2	Sandeep kumar	10300-34800	17730	4600	62351
Statistical Assistant					
3	Amarpal kaur	10300-34800	14650	4400	53328
4	Gurmeet singh	10300-34800	13550	4400	51433
5	Gurmeet singh	10300-34800	13550	4400	51433
6	Parminder singh	10300-34800	14650	4400	53328
7	Kawaljit kaur	10300-34800	13020	4400	48842
Senior Assistant					
8	Davinder kaur	10300-34800	18380	4400	64188
Steno Typist					
9	Kulwinder kaur	10300-34800	16740	3200	56105
Junior Assistant					
10	Asha rani	10300-34800	14180	3600	50263
11	Neelam kumari	10300-34800	14720	3600	49300
12	Narinder singh	10300-34800	14180	3600	50163
Investigator					
13	Baljit kaur	5910-20200	11310	1950	37079
14	Amandeep kaur	5910-20200	11310	1950	36234
15	Simarjit kaur	5910-20200	11310	1950	36917
Peon Sweeper cum Chowkidar					
16	Kimarjit kaur	4900-10680	10120	1650	33611
17	Parween sharma	4900-10680	10320	1650	34141
2. Bathinda					
Assistant Research Officers					
1	Ranjeet Singh	10300-34800	15230	4600	56603
2	Charanjit Kaur	10300-34800	15230	4600	57603
Statistical Assistant					

3	Rupinder Singh	10300-34800	14650	4400	54408
Senior Assistant					
4	Shinderpal Singh	10300-34800	20940	4400	72916
Investigator					
5	Gurpreet Kaur	5910-20200	11730	2150	39669
6	Sandeep Kumar	5910-20200	11730	2150	37105
Head Peon					
7	Karamjit Singh	5910-20200	12940	1900	44079
District Statistical Officers					
8	Bahader Singh	15600-39100	26100	5400	90881
3. Faridkot					
Statistical Assistant					
1	Paramjit kaur	10300-34800	13891	4400	48448
Senior Assistant					
2	Paramjit Kaur	10300-34800	24507	4400	76912
Junior Assistant					
3	Puran Singh	10300-34800	15993	3600	49841
Investigator					
4	Sandeep Singh	5910-20200	7078	1900	24137
5	Girish Kumar	5910-20200	12422	1950	38580
Data Entry operator					
6	Kuldeep Singh	5910-20200	17400	2400	52720
Peon Sweeper cum Chowkidar					
7	Sukhjait Singh	4900-10680	8514	1650	27588
8	Baljit Singh	4900-10680	16150	1900	48530
4. Fatehgarh Sahib					
Research Officer					
1	Gurpreet Singh	15600-39100	27630	5400	89398
Statistical Assistant					
2	Harmandeep Kaur	10300-34800	13020	4400	46593
Senior Assistant					
3	Usha Rani	10300-34800	23130	4400	74246
Data Entry operator					
4	Subhash Chand	5910-20200	17020	2400	52534
Peon Sweeper cum Chowkidar					
5	Mota Singh	4900-10680	8860	1650	28921
District Statistical Officers					
6	Gurmeet Singh	15600-39100	24840	5400	82225

5. Firozpur					
Statistical Assistant					
1	Gurpreet singh	10300-34800	17420	4400	48265
2	Avtar singh	10300-34800	17950	4400	49710
3	Nirmal singh	10300-34800	19050	4400	52708
Steno Typist					
4	Harjinder pal	10300-34800	18740	3200	52211
Junior Assistant					
5	Baljit kaur	10300-34800	18660	3600	52094
6	Sanjiv maini	10300-34800	18090	3600	50542
Investigator					
7	Baljeet singh	5910-20200	13678	1900	37318
8	Harjinder singh	5910-20200	13670	1900	37318
9	Lakhwinder singh	5910-20200	13670	1900	38189
10	Tarsem lal	5910-20200	13670	1900	38406
Data Entry operator					
11	Gurnam kaur	5910-20200	19570	2400	54075
Peon Sweeper cum Chowkidar					
12	Jiwan	4900-10680	16740	1650	47122
6. Gurdaspur					
Deputy Economic and Statistical Adviser					
1	Ashok Kumar	15600-39100	31200	6600	105996
Statistical Assistant					
2	Renu Bala	10300-34800	13550	4400	49710
3	Davinder Kaur	10300-34800	13550	4400	49710
4	Suman Bala	10300-34800	13020	4400	49363
Senior Assistant					
5	Gurmej Singh	10300-34800	17700	4400	61617
Steno Typist					
6	Kulwantpal Kaur	10300-34800	16840	3200	55754
Junior Assistant					
7	Paramjit Kaur	10300-34800	16930	3600	57191
8	Kewal Singh	10300-34800	15270	3600	52668
Clerk					
9	Nishan Singh	10300-34800	10300	3200	37935
Investigator					
10	Charanjit Singh	5910-20200	10520	2050	34937
11	Sharanjit Singh	5910-20200	11730	2050	38942

12	Gurpreet Singh	5910-20200	10520	2050	33892
Peon Sweeper cum Chowkidar					
13	Mandeep Sharma	4900-10680	4900	1650	9252
7. Hoshiarpur					
Deputy Economic and Statistical Adviser					
1	Ravinder pall dutta	15600-39100	28750	6600	99693
Assistant Research Officers					
2	Jog Raj	10300-34800	21130	4600	71389
Statistical Assistant					
3	Gurdial Singh	10300-34800	17420	4400	48448
Senior Assistant					
4	Rajinder Kaur	10300-34800	18920	4400	66186
Clerk					
5	Vinay Kumar	10300-34800	14460	3200	49555
Investigator					
6	Sukhjinder Singh	5910-20200	11320	2150	37595
7	Dharminder Singh	5910-20200	11320	2150	37949
Peon Sweeper cum Chowkidar					
8	Rajni Kumari	4900-10680	6930	1650	24578
District Statistical Officers					
9	Balwant Singh	10300-34800	21830	5000	75189
8. Jalandhar					
Assistant Research Officers					
1	Deepak Grewal	10300-34800	17730	4600	62351
Statistical Assistant					
2	Arun Kumar	10300-34800	14420	4400	52694
3	Raman Deep Kaur	10300-34800	13020	4400	48842
4	Kanta Kumari	10300-34800	14650	4400	53328
5	Bhupinder Kaur	10300-34800	14650	4400	53328
6	Vinod Beri	10300-34800	14650	4400	53328
Senior Assistant					
7	Kulwinder kaur	10300-34800	16260	4400	57456
Steno Typist					
8	Bimla Devi	10300-34800	21400	3800	70595
9	Lakhwinder singh	10300-34800	16840	3200	56400
Junior Assistant					
10	Jagdev singh	10300-34800	14030	3600	49871
Investigator					

11	Balvir Chand	5910-20200	11340	1950	37312
12	Baldev singh	5910-20200	11340	1950	37823
13	Rajbaljinder Singh	5910-20200	7850	1900	28085
14	Mandeep kaur	5910-20200	11340	1950	36312
Peon Sweeper cum Chowkidar					
15	Dhira singh	4900-10680	8850	1650	30346
16	Jagir Kaur	4900-10680	12890	1900	41919
17	Rani	4900-10680	11090	1650	36277
9. Kapurthala					
Deputy Economic and Statistical Adviser					
1	Rani	15600-39100	36828	6600	116130
Assistant Research Officers					
2	Rahul Kumar	10300-34800	18826	4600	61824
Statistical Assistant					
3	Sukhcharanjit singh	10300-34800	13891	4400	48448
4	Jagpal Singh	10300-34800	16222	4600	55042
5	Balwinder Singh	10300-34800	14448	4400	49899
6	Rajdawinder Kaur	10300-34800	15603	4400	52907
7	Kanwaljit kaur	10300-34800	13891	4400	48448
Senior Assistant					
8	Shashi Kiran	10300-34800	19519	4400	63709
Junior Assistant					
9	Gurmail Singh	10300-34800	18135	3600	57870
Investigator					
10	Palwinder Singh	5910-20200	12411	1950	38551
11	Sarwan Singh	5910-20200	11044	2050	34532
Data Entry operator					
12	Tamsa Adia	5910-20200	17390	2400	50201
Peon Sweeper cum Chowkidar					
13	Gurpreet Singh	4900-10680	8210	1650	23768
10. Ludhiana					
Research Officer					
1	Parveen kumari	15600-39100	26640	5400	89322
Statistical Assistant					
2	Gurbinder kaur	10300-34800	14650	4400	53388
3	Pinki jagdev	10300-34800	13020	4400	48902
4	Manjeet kaur	10300-34800	13550	4400	50362
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
11	Harjit kaur	5910-20200	16450	2400	53199
Head Peon					
12	Gurmukh singh	4900-10680	8860	1650	30204
11. Mansa					
Statistical Assistant					
1	Varinder kumar	10300-34800	13891	4400	48448
Junior Assistant					
2	Sukhwinder singh	10300-34800	16214	3600	53866
12. Moga					
Research Officer					
1	Sh Surinder Kumar	15600-39100	26390	5400	87955
Statistical Assistant					
2	Ashu Kumar	10300-34800	14090	4400	48270
3	Arsal Singh	10300-34800	14650	4400	53117
Steno Typist					
4	Surinder Singh	10300-34800	14990	3200	50906
Junior Assistant					
5	Poonam	10300-34800	15060	3600	53290
Investigator					
6	Shivdeep Goyal	5910-20200	11870	2050	38551
Data Entry operator					
7	Varjinder Kaur	5910-20200	17170	2400	54031
13. Sri Mukutsar Sahib					
Deputy Economic and Statistical Adviser					
1	Parminder kaue	15600-39100	35580	6600	121695
Junior Assistant					
2	Gurmail singh	10300-34800	15270	3600	52866
Investigator					
3	Ranjit singh	5910-20200	11270	1900	38551
Peon Sweeper cum Chowkidar					
4	Rajpal singh	4900-10680	9410	1650	32362

14. SBS Nagar					
Deputy Economic and Statistical Adviser					
1	Naresh Kumar	15600-39100	34110	6600	96406
Statistical Assistant					
2	Surinder Singh	10300-34800	21860	4400	60018
3	Jaswant Singh	10300-34800	24780	4400	67929
Junior Assistant					
4	Tajinder Pal Singh	10300-34800	18870	3600	52370
Investigator					
5	Gurinder Badhan	5910-20200	10240	2050	28490
Peon Sweeper cum Chowkidar					
6	Himmat Kumar	4900-10680	12820	1650	35839
15. Patiala					
Deputy Economic and Statistical Adviser					
1	Parminder kaur	15600-39100	35580	6600	121695
Statistical Assistant					
2	Amardeep kaur	10300-34800	14650	4400	55408
3	Jaswinder kaur	10300-34800	14650	4400	54408
Senior Assistant					
4	Jagdeep singh	10300-34800	25300	4400	84676
Junior Assistant					
5	Charanjit singh	10300-34800	15270	3600	54352
6	Jagjit kaur	10300-34800	15270	3600	54352
Clerk					
7	Gurkirpal singh	10300-34800	14460	3200	52446
Investigator					
8	Harpreet kaur	5910-20200	6650	1900	24137
9	Bikramjit singh	5910-20200	11720	1950	38551
10	Hemant kumar	5910-20200	10060	1950	34969
Data Entry operator					
11	Gurvinder kaur	5910-20200	15990	2400	52921
12	Iqbal singh	5910-20200	17020	2400	55822
Driver					
13	Gurcharan singh	5910-20200	14270	2800	50857
Head Peon					
14	Gurpreet singh	4900-10680	5520	1650	21288
Peon Sweeper cum Chowkidar					
15	Ram lubhaya	4900-10680	8810	1650	30335

16. Rupnagar					
Statistical Assistant					
1	Karnail singh	10300-34800	17950	4400	46412
Investigator					
2	Navdeep kaur	5910-20200	9820	2050	25703
3	Sukhvir singh	5910-20200	10120	2050	26465
Data Entry operator					
4	Ajaib singh	5910-20200	18440	2400	47606
5	Iqbaljit singh	4900-10680	18440	2400	47606
Peon Sweeper cum Chowkidar					
6	Sampuran singh	4900-10680	16680	1650	43493
7	Balwinder Singh	4900-10680	16170	1650	42199
8	Ashok kumar	4900-10680	10190	1650	26333
District Statistical Officers					
9	Harmesh kumar	10300-34800	27840	5000	71741
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	Ashwani Kumar	5910-20200	14926	1900	31579
9	Manpreet Singh	5910-20200	12044	1900	31823
10	Sandeep Rani	5910-20200	12044	1900	31823
Peon Sweeper cum Chowkidar					
11	Sandeep Singh	4900-10680	8757	1650	23922
18. SAS Nagar (Mohali)					
Research Officer					

1	Gurpreet singh	15600-39100	27630	5400	89398
Investigator					
2	Harmeet Kaur	5910-20200	14060	1950	45215
3	Beant singh	5910-20200	8380	1900	28349
Data Entry operator					
4	Sukhwinder singh	5910-20200	17000	2400	55885
Peon Sweeper cum Chowkidar					
5	Jagga singh	5910-20200	14820	1900	47437
19. Barnala					
Junior Assistant					
1	Kuldip Kaur	10300-34800	21120	3600	68866
Investigator					
2	Sukhmeet singh	5910-20200	11720	2050	39059
Head Peon					
3	Raspal singh	4900-10680	8840	1650	29744
20. Tarn Taran					
Deputy Economic and Statistical Adviser					
1	Amandeep Singh	15600-39100	27510	6600	95152
Assistant Research Officers					
2	Gurinder Singh	10300-34800	17730	4600	60473
Statistical Assistant					
3	Rajbir Kaur	10300-34800	13784	4400	48768
4	Sukhwinder Kaur	10300-34800	13550	4400	48768
Junior Assistant					
5	Kamalpreet Kaur	10300-34800	14180	3600	48763
Investigator					
6	Sourav devgan	4900-10680	7810	1900	7810
7	Navdeep Kaur	5910-20200	10430	1950	34235
Peon Sweeper cum Chowkidar					
8	Malkit Kaur	4900-10680	8830	1650	29116
9	Bhag Singh	4900-10680	8860	1650	29597
10	Kamal Kaur	4900-10680	8860	1650	29197
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	15230	4600	55642
Junior Assistant					
3	Parveen Kumar	10300-34800	14530	3600	48462
Headquarter- Chandigarh					
Economic Adviser					
1	Mohan Lal Sharma	37400-67000	49770	8800	159903
Joint Director					
2	Harvinder Singh	15600-39100	43100	7800	139543
3	Jagdeep Singh	15600-39100	39840	7800	120673
4	Kuldeep Kaur	15600-39100	38820	7800	118113
Deputy Economic and Statistical Adviser					
5	Rakesh Kumar Kalia	15600-39100	33550	6600	112310
6	Sarbjit Kaur	15600-39100	26750	5400	88554
7	Meena Rani	15600-39100	26720	5400	88470
8	Devinder Kumar	15600-39100	30120	6600	102980
Research Officer					
9	Punam Joshi	15600-39100	20990	5400	70343
10	Punam Gupta	15600-39100	20430	5400	68990
11	Miury	15600-39100	25190	5400	84311
12	Prem Kumar	15600-39100	20330	5400	68718
13	Divya Ratan Pal	15600-39100	22280	5400	74020
Superintendent Grade I					
14	Suresh Kumar Chauhan	10300-34800	26330	5400	83317
Assistant Research Officers					
15	Gurminder Kaur	10300-34800	17070	4600	59853
16	Sukhwinder Singh	10300-34800	21060	4600	70703
17	Satkiran Lilly Bhullar	10300-34800	14630	4600	52673
18	Sunita Prabhakar	10300-34800	20380	4600	68553
19	Sita Ram	10300-34800	15680	4600	52813
20	Kuljeet Singh	10300-34800	14090	4600	47322
21	Satwinder Kaur	10300-34800	19550	4400	66598
22	Mukta Passi	10300-34800	14090	4600	51205
Superintendent Grade-II					
23	Balwinder Kaur	10300-34800	23140	4800	77912
24	Dalbir Singh	10300-34800	25310	4800	83605

Statistical Assistant					
25	Harbhajan Kaur	10300-34800	20170	4400	67740
26	Manjeet Kaur	10300-34800	11940	4400	39064
27	Rajwinder Kaur	10300-34800	11940	4400	39189
28	Jaswinder Kaur	10300-34800	13020	4400	45635
29	Tarsem Singh	10300-34800	13020	4400	48293
30	Harish Kumar	10300-34800	13020	4400	48293
31	Amanjot Kaur	10300-34800	13020	4400	48293
Senior Assistant					
32	Inderjit Kaur	10300-34800	21960	4400	67670
33	Radha	10300-34800	18790	4400	64587
34	Chand Kiran	10300-34800	20500	4400	69016
35	Jaswinder Kaur D O Sham Singh	10300-34800	21400	4400	71683
36	Rakesh Kumar	10300-34800	22250	4400	73996
37	Shashi Bala	10300-34800	20660	3800	69671
38	Satish Kumar	10300-34800	17700	4400	56980
Senior Scale Stenographer					
39	Harbans Singh	10300-34800	23340	4400	76959
40	Usha Peepat	10300-34800	20660	4400	68099
Junior Scale Stenographer					
41	Jaswinder Kaur D O Balwant Singh	10300-34800	20660	3800	62652
42	Krishna Devi	10300-34800	22070	3600	71181
43	Satnam Singh	10300-34800	21400	3800	69901
Junior Assistant					
44	Kulwinder Singh	10300-34800	14510	3600	50451
45	Rahul Kalra	10300-34800	13660	3600	44684
46	Dilbag Singh	10300-34800	14720	3600	51191
47	Randhir Kaur	10300-34800	14720	3600	51191
48	Parma Nand	10300-34800	15050	3600	46803
49	Saroj Bala	10300-34800	13660	3600	25903
50	Sujata Goel	10300-34800	13940	3600	47862
51	Mandeep Singh	10300-34800	14720	3600	51191
Clerk					
52	Kanwaljit Kaur	10300-34800	13940	3200	44283
53	Jagdish Kumar	10300-34800	13540	3200	43279
54	Anil Kumar	10300-34800	10790	3200	36379
55	Kanwal Jit	10300-34800	10300	3200	35003
56	Sanjeev Kumar	10300-34800	13550	3200	43305
57	Gurbinder Singh	10300-34800	13940	3200	47862

58	Sandeep Singh	10300-34800	12600	3200	44238
59	Kulbir Singh	10300-34800	15230	3200	51391
Investigator					
60	Kulwinder Kaur	5910-20200	11320	1950	37345
61	Amanpreet Kaur	5910-20200	11590	1950	38081
62	Nancy	5910-20200	8070	1950	28371
Driver					
63	Balwinder Singh	5910-20200	14170	2800	48881
64	Amandeep Singh	5910-20200	10540	2400	37900
Head Peon					
65	Rajinder Singh	4900-10680	16190	1900	42070
Peon Sweeper cum Chowkidar					
66	Raman Kumar	4900-10680	10200	1650	26807
67	Kamla Pati Gautam	4900-10680	14010	1900	36389
68	Haramrit Singh	4900-10680	6320	1300	21932
69	Gursevak Singh	4900-10680	10200	1650	26807
70	Gurjeet Ram	4900-10680	9920	1650	26104
71	Ravinder Singh	4900-10680	9110	1650	25986
72	Harparnam	4900-10680	16170	1900	42210
73	Balwinder Singh	4900-10680	13320	1900	34657
74	Manjit Singh	4900-10680	6810	1650	24217
75	Jagdish Rai	4900-10680	16720	1900	45978
76	Vishvajeet	4900-10680	15080	1900	39073
77	Gourav Parmar	4900-10680	7610	1650	21906
78	Sukhdev Singh	4900-10680	9900	1650	26807
79	Charanjit Kaur	4900-10680	9110	1650	25986
80	Sandeep Kumar Gupta	4900-10680	15810	1900	44226

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

Financial Year : 2020

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	Phone No.	Office-E-mail
1	Mohan Lal Sharma	Economic Adviser	Appellate Authority	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	7589000014 01722660137	e.advi@punjab.gov.in
2	Jagdeep Singh	Joint Director	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	9815995021 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	9646169372	sarab_sarao3@yahoo.in

RTI-Districts Level								
Sr.No	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail	
Sr.No	District Name	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Amritsar	Ashok Kumar	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722		dyesagsp@yahoo.co.in
		Sadhna sharma	Assistant Research Officers	A.P.I.O	Dy Economic&Statistical Adviser Zila Parishad Complex Amritsar.	01832565999		dyesa_asr@rediffmail.com
2	Bathinda	Ranjeet Singh	Assistant Research Officers	A.P.I.O	D.A.C complex Room no. 154-162Bathinda	01642217050		dyesabtd@yahoo.com
		Bahader Singh	District Statistical Officers	P.I.O	d.a.c complex room no. 154-162bathinda	01642217050		dyesabtd@yahoo.com
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5	Ferozepur	Charanjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	DAC MALIKPUR ROOM NO. 319	01862345100		DYESAPATHANKOT@GMAIL.COM
		Nirmal singh	Statistical Assistant	A.P.I.O	2nd Floor B Block Room No.214 DAC Ferozepur Cantt.	01632246753		
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		Davinder Kaur	Statistical Assistant	A.P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722	01874222722	dyesagsp@yahoo.co.in
7	Hoshiarpur	Ravinder pall dutta	Deputy Economic and Statistical Adviser	P.I.O	Room No. 528-31, Fifth Floor, District Administrative Complex, Hoshiarpur	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	Statistical Assistant	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	01822232477		DYESA_KPT@YAHOO.CO.IN
		Rahul Kumar	Assistant Research Officers	A.P.I.O	DY.ESA.OFFICE KAPURTHALA	01822232477		dyesa_kpt@yahoo.co.in
10	Ludhiana	Parveen kumari	Research Officer	P.I.O	mini sectriate ludhiana	9988827688		dy.esaludhiana@yahoo.com
		Gurbinder kaur	Statistical Assistant	A.P.I.O	mini sectriate ludhiana	7355963630		dy.esaludhiana@yahoo.com
11	Mansa	Varinder kumar	Statistical Assistant	A.P.I.O	mini sec mansa	01652228508		mittalvarinder@yahoo.co.in

		Bahader Singh	District Statistical Officers	P.I.O	d.a.c complex room no. 154-162bathinda	01642217050		dyesabtd@yahoo.com
12	Moga	Sh Surinder Kumar	Research Officer	P.I.O	DAC Complex, SatLuj Block, 3rd Floor, Room No. 324, Moga	01636238330	01636238330	desamoga@hotmail.com
		Arsal Singh	Statistical Assistant	A.P.I.O	DAC Complex, SatLuj Block 3rd Floor room No 324, Moga	01636238330		desamoga@hotmail.com
13	Sri Muktsar Sahib	Parminder kaur	Deputy Economic and Statistical Adviser	P.I.O	# 26 Ranjit Bagh, Patiala			
		Ranjit singh	Investigator	A.P.I.O	Room No. 32-33, First Flour, DAC Sri Muktsar Sahib			
14	SBS Nagar	Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	Office of DyESA, Room no 109, District Administration Complex SBS Nagar	9814716670		nareshdyesansr@gmail.com
		Jaswant Singh	Statistical Assistant	A.P.I.O	Dy.Economic & Statistical Office, SBS NAGAR	01823223090	01823223090	dy_esa_nsr@yahoo.co.in
15	Patiala	Parminder kaur	Deputy Economic and Statistical Adviser	P.I.O	# 26 Ranjit Bagh, Patiala			
		Bikramjit singh	Investigator	A.P.I.O	# 26, Ranjit Bagh, Patiala			
16	Rupnagar	Karnail singh	Statistical Assistant	A.P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in
		Harmesh kumar	District Statistical Officers	P.I.O	DEPUTY ECONOMIC AND STATISTICAL ADVISOR, RUPNAGAR	01881220528		dyesaropar@yahoo.co.in
17	Sangrur	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical adviser Sangrur			
		Raj Kumar	Assistant Research Officers	A.P.I.O	Near Central Patwar Khana, Sangrur	01672234172		desa_sgr@yahoo.co.in

18	SAS Nagar (Mohali)	Gurpreet singh	Research Officer	P.I.O	Room NO.358 2nd Floor District Addminitrator Complex Sec-76 SAS Nagar	01722219556		dyesasasnagar@yahoo.com
		Beant singh	Investigator	A.P.I.O	R No 357 2nd Floor DAC Sector 76 SAS Nagar	01722219556		dyesasasnagar@yahoo.com
19	Barnala	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical adviser Sangrur	01679243232		dyesabnl@gmail.com
		Sukhmeet singh	Investigator	A.P.I.O	room No.86,2nd floor,D.C. Comlpex, Barnala	01679243232		dyesabnl@gmail.com
20	Tarn Taran	Amandeep Singh	Deputy Economic and Statistical Adviser	P.I.O	District Addministration Complex Tarn taran, Sarhali Road, Room no. 210, Second floor			
		Gurinder Singh	Assistant Research Officers	A.P.I.O	District Addministration Complex Tarn Taran, Sarhali Road, Room No. 210, Second Floor			
21	Fazilka	Ravinder pall dutta	Deputy Economic and Statistical Adviser	P.I.O	Room No. 528-31, Fifth Floor, District Administrative Complex, Hoshiarpur	01882222391		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 Director (Admn)

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

At District Office

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

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

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 (2019-20)	Expenditure incurred upto 31.3.20	Agency	Remarks
	Major Head:3454-Census Survey & Statistics				
1.	201-01-National Sample Survey Non Plan	12677000	11206882	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	170210000	151310949	District level & Head Quarter	-
3.	204-02.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	25210000	24733777	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	4308000	164045	District level	-
6.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	8850000	7311824	Head Quarter	-
7.	Basic Statistics for Local	-	-	Head	-

	Level Development			Quarter	
8.	Urban Statistics for Local Level Development	5600000	2928696	Head Quarter	-
9.	Geospatial Information system	9000000	4793000	Head Quarter	-
10.	Conduct of Family Budget Survey	-	-	Head Quarter	-
11.	13 th Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	-	-	District level & Head Quarter	-
12.	204-CSO-800-Other expenditure, 01:-Purchase of Computer	-	-	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	238855000	203562834	-	-

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

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28th November, 2005

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

THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005
(Punjab Act No.22 of 2005)

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

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

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

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.

3. (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.

PUNJAB GOVT.GAZ (EXTRA.) NOVEMBER 28, 2005 215
(AGHN.7,1927 SAKA)

5. 1) Subject to the provisions of this Act, the Committee shall exercise powers and perform the functions as mentioned below:-

Function
of the

- a) to prepare the draft district development plan keeping in view the matters of common interest between urban and rural population including spatial planning sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass-root level by the concerned Panchayats and the extent and type of available resources whether financial or otherwise.
- b) to prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government.
- c) to take appropriate measures for proper implementation of the development schemes, programmes and projects.
- d) to monitor the progress of projects.
- e) to encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects.
- f) to make efforts to generate additional resources for development works with the cooperation of people. Non-Government Organizations and Non-Resident Indians and other agencies; and
- g) to perform such other additional functions relating to District Planning and Coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.

(2) While preparing the draft development plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.

(3) The Chairperson shall forward the district development plans prepared by the Committee under clause (a) of sub-section (1) to the State Government.

Abolition of
DP & DB.

6. With effect from the date, the Committees are constituted under this Act, the existing District Planning and Development Boards in the State shall cease to function.

Meetings

7. (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.

(2) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.

(3) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.

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

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

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

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.

(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.

Removal
and
suspension
of
members
including
Chairperson

Power to
make
rules

Filling of
vacancies

Power to
issue

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(AGHN.7,1927 SAKA)

Power to
remove

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

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 2019 UNDER SECTION 25 RTI ACT 2005

(ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2019 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: 01-01-2019 To 31-12-2019

(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 (ਅਨੁਸਾਸਨੀ 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
37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	370	2626	-

FORM -2 ਫਾਰਮ 2

ANNUAL REPORT FOR THE YEAR 2019 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: **01-01-2019 To 31-12-2019**

(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)	-	37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	370	2626	-	

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,)	5-8-2019	31-10-2019		Yes (ਹਾਂ)	
2	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	18-9-2019	30-9-2019		Yes (ਹਾਂ)	
3	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	18-2-2019	17-9-2019		Yes (ਹਾਂ)	
4	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ,)	26-11-2019	27-12-2019		Yes (ਹਾਂ)	

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
Feb. 2019	-	1	-	-	-	-	-
August 2019	-	1	-	-	-	-	-
Sept. 2019	-	1	-	-	-	-	-
Nov.2019	-	1	-	-	-	-	-

Performa-B (ਪ੍ਰੋਫਾਰਮਾ ਬੀ)

Department: Economic and Statistical Organisation, Punjab
(ਦਫਤਰ): ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ
Period: 01-01-2019 to 31-12-2019
(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 ਐਪੈਲੇਟ 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,)	-	4	4	-	-	-	-	-	4	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 ਐਪੈਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਪੇਫਾਰਮਾ 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

1st Manual: Particulars of the Public Authority

2nd Manual: Powers & duties of officers & employees

3rd Manual: Procedure followed in decision making

4th Manual: Norms for discharge of functions

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

6th Manual: Categories of documents held by the Authority or which are under its control

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

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

9th Manual: Directory of Officers and employees

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

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

12th Manual: Manner of execution of subsidy programmes

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

14th Manual: Information available in electronic form

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

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

17th Manual: Any other useful information

Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons

Important policies or decisions which affect public