

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005**

English Version

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Introduction

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

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1st Manual: Particulars of the Public Authority

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

SCO 35-36, Sector 17E, CHANDIGARH

1.2 Head of the organization:

Sh. Mohan Lal Sharma
Economic Adviser to govt. Punjab

1.3 Key Objectives:

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

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

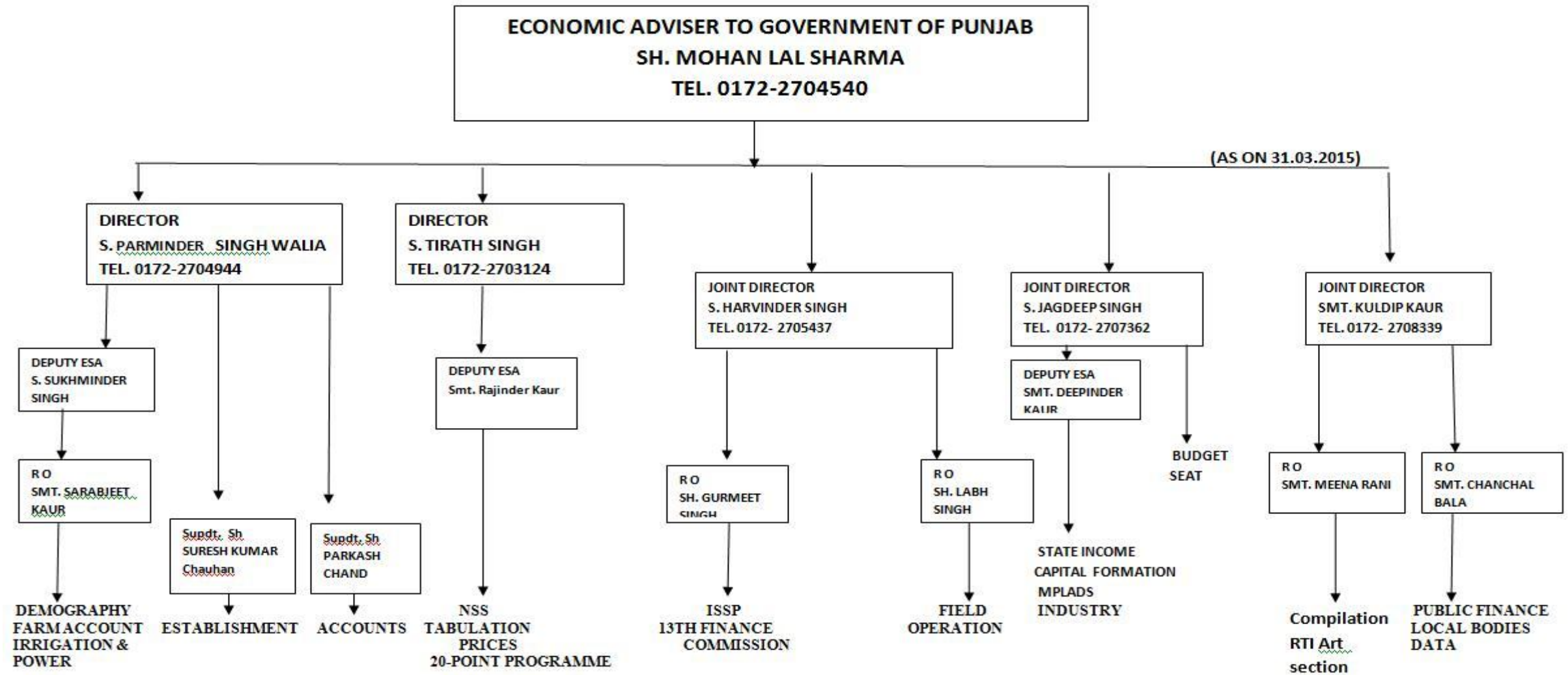
1.4 Functions and duties:

The main functions of this Organization are as under:-

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

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)	District Statistical Officers	District Statistical Officers supervise the statistical works at district level.
6)	Assistant Research Officers	Assistant Research Officers are mainly responsible for analysis and interpretation of data, tabulation of data and prepare reports/publications.
7)	Statistical Assistants	Statistical Assistants scrutinize the data collected by investigators and that data is included in different reports/ publications.
8)	Investigators	Investigators collect data from the field for the concerned branch and compile the data.

2.2 Powers and duties of other employees:

Duties of Establishment Branch Employees

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

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

2.3 Rules/orders under which powers and duties are derived:

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GOVERNMENT OF PUNJAB

DEPARTMENT OF PLANNING

Notification

The 17th October, 1980

No.GSR 88/Const./Art. 309/80-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and the conditions of service of persons appointed to the Punjab Economic and Statistical Organisation (Class III) Service, namely:-

1. **Short title, commencement and application** :- (1) These rules may be called the Punjab Economic and Statistical Organisation (Class III) Service Rules, 1980.
 - (2) They shall come into force at once.
 - (3) They shall apply to the posts specified in Appendix 'A' to these rules.
2. **Definition**:-In these rules, unless the context otherwise requires,-
 - (a) 'Board' means the Subordinate Services Selection Board Punjab or any other authority constituted or appointed to perform its functions;
 - (b) 'Commission' means the Punjab Public Service Commission;
 - (c) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (d) 'Government' means the Government of the State of Punjab in the Department of Planning;
 - (e) 'recognised University' means,-
 - (i) any University incorporated by law in any of the States of India; or
 - (ii) In the case of a degree or diploma obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind and Dacca University; or
 - (iii) any other university which is recognised by the State Government for the purposes of these rules;
 - (f) 'Service' means the Punjab Economic and Statistical Organisation (Class III) Service.
3. **Number and character of posts**.- The Service shall comprise the posts shown in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Nationality, domicile and character of candidates appointed to the Service.-(1) No candidate shall be appointed to the Service unless he is-

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- (2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.
- (3) No person shall be recruited to the Service by direct appointment, unless-
 - (a) he produces a certificate of character from the principal of the college, school or the institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are not connected with his college, school, or institution; and
 - (b) he produces an affidavit to the effect that he was never convicted for criminal offence and that he never was dismissed or removed from service of any State Government or Government of India.

5. Disqualifications.- No person-

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
 - (b) who having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the Service:

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Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Age.**- (1) No person shall be appointed to the Service by direct appointment, if he-

- (i) In the case of Technical Assistant, Scrutiny Inspector, Statistical Assistant, Investigator and Inspector is less than twenty-one years of age or is more than thirty five years of age;
- (ii) in the case of other posts is less than seventeen years of age or is more than twenty-seven years of age; on the 1st January immediately preceding the last date fixed for submission of applications or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time:

Provided that the condition of upper age limit may be relaxed up to forty-five years in the case of a person already in employment of the Punjab Government, any other State Government, or the Government of India:

Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age-limit shall be such as may be fixed by Government from time to time.

- (2) In the case of a demobilized Armed Forces Personnel his age at the time of joining military service or training prior to the Commission as the case may be, shall be the determining factor for the purposes of this rule and if at that time he was within the age limits prescribed in this rule, he shall be considered to be within the age limits for recruitment to the service.

7. **Appointing authority.**- All appointments to the posts in the service shall be made by the Economic Adviser to Government of Punjab.

8. Method of appointment and academic qualifications.- (1) All appointments to the Service shall be made in the following manner, namely:-

- (a) In the case of Superintendent Grade I-
 - (i) by promotion from amongst the Superintendents Grade III; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India, if a suitable person is not available for appointment by promotion.
- (b) In the case of Superintendent Grade III-
 - (i) by promotion from amongst Assistants and Senior Scale Stenographers; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by promotion.
- (c) In the case of Assistants-
 - (i) Twenty-five per cent by direct appointment; and
 - (ii) Seventy-five per cent by promotion from amongst the Junior Scale Stenographers, Steno-typists and Clerks; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (d) In the case of Senior Scale Stenographers-
 - (i) Twenty-five per cent by direct appointment; and
 - (ii) Seventy-five per cent by promotion from amongst Junior Scale Stenographers, or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (e) In the case of Junior Scale Stenographers-
 - (ii) Sixty per cent by direct appointment; and
 - (iii) Forty per cent by promotion from amongst the Steno-typists; or
 - (iv) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (f) In the case of Steno-typist-
 - (i) Seventy-five per cent by direct appointment; and

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- (ii) Twenty-five per cent by promotion from amongst Clerks; or,
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (g) In the case of Clerks-
- (i) Eighty Five per cent by direct appointment; and
 - (ii) Fifteen per cent by promotion from amongst other class III employees of the Service and Class IV employees of the Economic and Statistical Organisation, Punjab; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (h) In the case of Librarian-
- (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (i) In the case of Artist-cum-Draftsman-
- (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Draftsmen; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (j) In the case of Draftsmen-
- (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst Tracers; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (k) In the case of Tracer-
- (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.

- (l) In the case of Technical Assistants and Scrutiny Inspectors-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Statistical Assistants, Investigators and Inspectors; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (m) In the case of Statistical Assistants, Investigators and Inspectors-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Field Assistants Grade I; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (n) In the case of Field Assistants Grade II-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst Computers; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (o) In the case of Computers-
 - (i) by direct appointment; or
 - (ii) transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (p) In the case of Agriculture Sub-Inspector-
 - (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (q) In the case of Drivers-
 - (i) by direct appointment; or
 - (ii) transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.

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- (r) In the case of Book-binder-
 - (i) by promotion from amongst Class IV employees of the Economic and Statistical Organisation,Punjab; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for promotion:
 - (2) All appointments to the service by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.
 - (3) No person shall be appointed to any post in the service unless he-
 - (i) possesses the qualifications and experience specified against that post in Appendix 'B' to these rules; and
 - (ii) except in the case of Driver and; Book-binder has passed examination in Punjabi language of Matriculation standard or its equivalent.
- 9. Probation.-** (1) Persons appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise:

Provided that-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may, in the discretion of the appointing authority be allowed to count towards the period of probation; and
 - (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and
 - (b) If such person is recruited otherwise,-
 - (i) revert him to his former post, or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

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- (3) On the completion of the period of probation of a person, the appointing authority may,-
- (a) if his work or conduct has, in its opinion, been satisfactory,-
 - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
 - (b) if his work or conduct has not been, in its opinion, satisfactory-
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

10. *Seniority of members of service.*- The seniority inter se of members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission, Board or other recruiting authority, as the case may be, shall not be disturbed:

Provided further that in case of a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission, Board or other recruiting authority, as the case may be, his seniority shall be determined from the date he joins the service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso.

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Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows-

- (a) a member recruited by direct appointment shall be senior to a member appointed otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same; then by their length of service in those appointments; and if the length of such service is also the same an older member shall be senior to a younger member.

Note 1.- Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

Note 2.- The persons recruited as Clerks and Computers shall be allowed to exercise an option within a period of three months from the date of the commencement of these rules to have seniority either with Clerks or with Computers. The option once exercised shall be final. In case, an employee fails to exercise the option within the said stipulated period, he shall be considered to have opted for the post against which he was originally recruited. Separate seniority lists for Clerks and Computers shall be prepared keeping in view the options so exercised and the existing joint-seniority of Clerks and Computers. In case of Computers opting for the cadre of Clerks, their experience as Clerk shall be counted from the date of option and any experience gained by them as Clerk before exercising the said option shall also be counted. In case of Clerks opting for the cadre of Computers, an experience gained by them as Clerk before exercising the said option shall also be counted for promotion to the post of Field Assistant Grade II. It is clarified that after the option is exercised the experience shall be counted on the basis of option irrespective of the fact whether the employee is actually posted in the cadre of his option or not for want of vacancy in that cadre.

11. **Liability to transfer.**- A member of the Service may be transferred by the Government to any post, whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume I, Part I.
12. **Liability to serve.**- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.
13. **Leave, Pension and other matters.**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
14. **Discipline, penalties and appeals.**- (1) In the matter of discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
 - (2) The authority empowered to impose penalties under the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service shall be as specified in Appendix 'C' to these rules.
 - (3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in Appendix 'C' to these rules and the appellate authority shall be as specified in Appendix 'D' to these rules.
15. **Liability for vaccination and revaccination.**- Every member of the Service shall get himself vaccinated or revaccinated when Government so directs by a special or general order.
16. **Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.
17. **Power to relax.**- Where the Government is of opinion that it is necessary or expedient so to do, it may by order, by reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to qualifications and experience shall not be relaxed.
18. **Repeal and saving.**- The Punjab Economic and Statistical Organisation (State Service Class III) Rules, 1963 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.
19. **Interpretation.**- If any question arises as to the interpretation of these rules, Government shall decide the same.

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APPENDIX 'A'

(See Rules 1 and 3)

Serial No.	Designation of the Post	Number of Posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Superintendent Grade-1	1	..	1	Rs.825-25-850-30-1,000/40-1,200/50-1,400-60-1,580
2	Superintendents Grade-III	2	..	2	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
3	(i) Assistant	18	6	24	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080
	(ii) Senior Scale Steno-Graphers	2	2	4	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080 plus Rs. 40 as special pay for that attached with Head of Department.
4	(i) Junior Scale Steno-Graphers	7	6	13	Rs. 480-15-600/20-700/25-850-30-880
	(ii) Steno-Typist	17	10	27	Rs.400-10-450/15-525/15-600 plus Rs.25 as Special Pay
	(iii) Clerks	22	7	29	Senior Clerks :

					Rs. 510-15-600/20-700/25-800 Clerks : Rs.400-10-450/15-525/15-600 (50 per cent Clerks and 50 percent Senior Clerks in the Department as a whole)
5	Librarian	1	..	1	Rs. 570-15-600-20-700/25-850/30-1,000/40-1,080.
6	Artist-cum-Draftsman	1	..	1	Rs.620-20-700/25-850-30-1,000/40-1,200
7	Draftsman	2	..	2	Rs. 510-15-600/20-700/25-850-30-940
8	Tracer	1	..	1	Rs.400-10-450/15-525/15-600/20-660
9	Technical Assistant and Scrutiny Inspectors	72	34	106	Rs.700-25-850/30-1,000/40-1,200 (M.A., Ist Class to start at Rs.725)
10	Statistical Assistant/ Investigators and Inspecto	19	18	37	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080

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1	2	3	4	5	6
11	Field Assistants	122	79	201	Grade I: Rs.450-15-525/15-600/20-700-25-800. Grade II: Rs.400-10-450/15-525/15-600/20-660
12	Computors	28	8	36	Rs.400-10-450/15-525/15-600/20-660
13	Agriculture Sub-Inspector	1	-	1	Rs.450-15-525/15-600/20-700-25-800.
14	Drivers	1	1	2	Rs.400-10-450/15-525/15-600 Time-scale & Rs 510-15-600/20-700/25-800 for selection Grade posts
15	Book Binder	1	..	1	Rs.325-5-350/10-400/10-450-15-495

Note:- Fifty percent of the total posts of the Field Assistants shall be designated as Field Assistants, Grade I and the remaining fifty percent as Field Assistants, Grade II, Initial appointment shall, however, be made only in the case of Field Assistants, Grade II.

APPENDIX B

[See Rule 8 (3)]

Serial No.	Designation of the post	Academic qualifications for appointment by			Minimum experience requisite for appointment by		
		Promotion	Direct appointment	Transfer	Promotion	Direct appointment	Transfer
1	2	3	4	5	6	7	8
1	Superintendent Grade I	Matriculate of a recognised university or its equivalent	..	Graduate of a recognised university or its equivalent	At least five year's experience as Superintendent Grade III in the Economic and Statistical Organisation, Punjab	..	At least ten years' experience of ministerial work out of which at least five years' experience should be as Superintendent Grade III in any office of the Government of Punjab.
2	Superintendent Grade III	Ditto	..	Ditto	At least three years, experience as an Assistant or a Senior Scale Stenographer in the Economic and Statistical Organisation, Punjab	..	At least six years' experience of ministerial work out of which at least three years' experience should be as an Assistant in any office of the Government of Punjab.
3	Assistant	(i) Matriculate of a recognised university or its equivalent (ii) Qualifies in a departmental test to be conducted by the Board for promotion to the post of Assistant.	(i) Graduate of a recognised university or its equivalent (ii) Qualifies the competitive test for posts of Assistants to be held by the Board.	(i) Graduate of a recognised university or its equivalent (ii) Qualifies the competitive test for posts of Assistants to be held by the Board.	At least three years' experience on one or more posts of Junior Scale Stenographer, Steno- typist or Clerk in the Economic & Statistical Organisation, Punjab	At least three years' experience of ministerial work	At least three years' experience of ministerial work

1	2	3	4	5	6	7	8
4	Senior Scale Stenographer	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Senior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Senior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Senior Scale Stenographers	At least three years' experience as Junior Scale Stenographer in the Economic & Statistical Organisation, Punjab	At least two years' experience of Stenography in any of the office of Central Government or a State Government.	At least two years' experience of Stenography in any of the office of Central Government or a State Government.
	Junior Scale Stenographer	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Junior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Junior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Junior Scale Stenographers	At least two years' experience on the post of Steno-typist in the Economic & Statistical Organisation, Punjab

1	2	3	4	5	6	7	8
6	Steno-typist	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Steno-typist	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Steno-typists	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Steno-typists	At least one year's experience as Clerk in the in the Economic & Statistical Organisation, Punjab.
7	Clerk	Matriculate of a recognised university or its equivalent.	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent with knowledge of Punjabi type-writing at a speed of 30 words per minute	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent with knowledge of Punjabi type-writing at a speed of 30 words per minute	At least five years' experience of working on any Class III post or Class IV post or both, in the Economic & Statistical Organisation,Punjab.
8	Librarian	..	Graduate of a recognised university with degree in Liibrary Science	Graduate of a recognised university with degree in Liibrary Science	..	Preference will be given to candidates having experience in library work in a Government Department Or in an Educational Institution.	Preference will be given to candidates having experience in library work in a Government Department Or in an Educational Institution.

1	2	3	4	5	6	7	8
9	Artist-cum-Draftsman	Matriculate of a recognised university or its equivalent with diploma in Commercial Arts or diploma in Draftsmanship OR Matriculate of a recognised university or its equivalent	Matriculate of a recognised university or its equivalent and diploma in Commercial Arts OR Matriculate of a recognised university or its equivalent and Diploma in Draftsmanship	Matriculate of a recognised university or its equivalent and diploma in Commercial Arts OR Matriculate of a recognised university or its equivalent and Diploma in Draftsmanship	In case of diploma in Commercial Arts or Draftsmanship, at least two years' experience as Draftsman in the Economic & Statistical Organisation, Punjab OR In case of Matriculate, at least five years' experience as Draftsman in the Economic & Statistical Organisation, Punjab	In case of diploma in Commercial Arts .at least two years' experience and free-hand and scale drawing or making of maps, lineal charts and graphs preferably in a Statistical Organisation OR In case of diploma in Draftsmanship, at least two years' experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation.	In case of diploma in Commercial Arts, at least two years' experience and free-hand and scale drawing or making of maps, lineal charts and graphs preferably in a Statistical Organisation. OR In case of diploma in Draftsmanship, at least two years' experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation.
10	Draftsman	Ditto	Ditto	Ditto	At least one year's experience on the post of Tracer in the Economic & Statistical Organisation, Punjab , if the official has got diploma in Draftsmanship, otherwise at least five years' experience as Tracer	Preference will be given to candidates having experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation	Preference will be given to candidates having experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation

1	2	3	4	5	6	7	8
11	Tracer	..	Matriculate of a recognised university or its equivalent with knowledge of tracing. Preference will be given to a qualified Draftsman	Matriculate of a recognised university or its equivalent with knowledge of tracing. Preference will be given to a qualified Draftsman
12	Technical Assistant or Scrutiny Inspector	Graduate of a recognised university with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics	<ul style="list-style-type: none"> Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics 	At least three years' experience on the post of Statistical Assistant/Investigator/Inspector in the Economic and Statistical Organisation, Punjab.	In case of Master's degree preference will be given to persons having at least one years' experience in collection ,compilation and analysis of Statistical data in a Government office .	In case of Masters' degree, preference will be given to persons having at least one year's experience in collection ,compilation and analysis of Statistical data in a Government office .

			<p>OR</p> <p>Second Class Graduate of a recognised university with Economics or</p>	<ul style="list-style-type: none"> • OR • Second Class Graduate of a recognised university with Economics or 		<p>OR</p> <p>In case of Graduates, at least three years' experience in collection,</p>	<p>OR</p> <p>In case of Graduates, at least three years' experience in collection, compilation and analysis of statistical data</p>
			<p>Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.</p>	<p>Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.</p>		<p>compilation and analysis of statistical data on a post comparable to that of Statistical Assistant/</p> <p>Investigator/Inspector in the Economic and Statistical Organisation, Punjab.</p>	<p>on a post comparable to that of Statistical Assistant/Investigator/Inspector in the Economic and Statistical Organisation, Punjab.</p>

1	2	3	4	5	6	7	8
13	Statistical Assistant, Investigator and Inspector	Graduate of a recognised university with Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the elective subjects. OR Matriculate of a recognised university or its equivalent	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university	In case of Graduates, at least three years' experience on the post of Field Assistant Grade I in the Economic and Statistical Organisation, Punjab. OR In case of Matriculates, at least seven years' experience on the post of Field Assistant	In case of Master's degree preference will be given to those having at least one years' experience in collection, compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience	In case of Master's degree, preference will be given to those having at least one years' experience in collection, compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience in collection, compilation and analysis

1	2	3	4	5	6	7	8
			with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	Grade I in the Economic and Statistical Organisation, Punjab.	in collection, compilation and analysis of statistical data in a Govt. Office.	of statistical data in a Government Office.
14	Field Assistant Grade II	Matriculate of a recognised university or its equivalent	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent	At least two years' experience as Computer in the Economic & Statistical Organisation, Punjab	Preference will be given to persons having at least one year's experience as Computer in an office of the Central government or a State Government	Preference will be given to persons having at least one year's experience as Computer in an office of the Central government or a State Government
15	Computer	..	Ditto	Ditto	..	Preference will be given to persons knowing how to operate calculating machine	Preference will be given to persons knowing how to operate calculating machine
16	Agriculture Sub-Inspector	..	Second Class Matriculate of a recognised university or its equivalent with Agriculture Sub-Inspector Class pass certificate from a recognised university or Institution	Second Class Matriculate of a recognised university or its equivalent with Agriculture Sub-Inspector Class pass certificate from a recognised university or Institution
1	2	3	4	5	6	7	8
17	Driver	Should have passed	Should have passed Middle

				Middle Standard Examination with knowledge of Punjabi of Middle Standard Must hold license for driving vehicle.	Standard Examination with knowledge of Punjabi of Middle Standard. Must hold license for driving vehicle.		
18	Book-binder	Should know binding work and possess knowledge of Punjabi of Primary Standard and working knowledge of Hindi.	..	Knowledge of binding Punjabi language upto Middle Standard and working knowledge of Hindi.

APPENDIX 'C'

(See rule 14 (2))

Serial. No.	Designation of official	Nature of Penalty	Authority empowered to impose penalties	Appellate authority
1	2	3	4	5
		MINOR PENALTIES		
1.	Superintendent Grade-1	(i) Censure; (ii) Withholding of his promotions (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Govt. by negligence or breach of orders; (iv) With- holding of increments of pay;	(i) Seniormost Director in the Economic & Statistical Organisation, in respect of all the staff working at the Head Quarter's Office. (ii) The District Statistical Officers in respect of the employees working under them.	Economic Adviser to Government, Punjab.
2.	Superintendent ,Grade-III			
3	(i) Assistants (ii) Senior Scale Stenographer.			
4	(i) Junior Scale Stenographer (ii) Steno-typist (iii) Clerks/Senior Clerks			

Serial. No.	Designation of official	Nature of Penalty	Authority empowered to impose penalties	Appellate authority
1	2	3	4	5
5	Librarian			
6	Artist-cum-Draftsman			
7	Draftsman			
8	Tracer			
9	Technical Assistants and Scrutiny Inspectors			

MAJOR PENALTIES

1	2	3	4	5
10.	Statistical Assistant , Investigators, Inspectors	<p>(v)Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employees will earn increments of pay during the period of such reduction and whether on the expiry of such period , the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(vi) Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time-scale of pay ,grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii)Removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>	Economic Adviser to Government, Punjab	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning.
11	Field Assistants Grade-I and Grade-II			
	Computors			
12	Agriculture Sub-Inspector			
13	Driver			
14	Book Binder			
15				

APPENDIX 'D'

[See rule 14 (3)]

Serial. No.	Designation of official	Nature of order	Authority competent to pass Orders	Appellate authority
1	2	3	4	5
1.	Superintendent Grade-I	(i)An order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 ;	The District Statistical Officers in the case of staff of field offices and the Senior-most Director in the Economic & Statistical Organisation, in the case of headquarter's staff.	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as of Field Offices.
2.	Superintendents Grade-III	(ii) An order which- (a) denies or varies to his disadvantage his pay allowances, pension or other conditions of services as regulated by rules or by agreements;	Economic Adviser to Government Punjab in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of field offices.

3.	<p>(i) Assistants ..</p> <p>(ii) Senior Scale Stenographers</p>	<p>(b) Interprets to his disadvantage the provisions of any such rule or agreement;</p> <p>(iii) An order-</p> <p>(a) Stopping him at the efficiency bar in the time -scale of pay on the ground of his unfitness to cross the bar;</p>	<p>Ditto</p> <p>Economic Adviser to Government Punjab, in respect of the staff of headquarter as well as Field Offices.</p>	<p>Ditto</p> <p>Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field offices</p>
4.	<p>(i) Junior Scale Stenographers</p> <p>(ii) Steno-typists</p> <p>(iii) Clerks/Senior Clerks</p>			

1	2	3	4	5
5.	Librarian	(b) Reverting him while officiating in a higher service, grade or post to a lower service , grade or post, otherwise than as a penalty;	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
6.	Artist-Cum-Draftsman			
7.	Draftsmen ..			
8.	Tracer ..			
9.	Technical Assistants/Secrutiny Inspectors.	(c) Reducing or withhold the pension or denying the maximum pension admissible to him under the rules;	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
10.	Statistical Assistants/ Investigators/Inspectors			
11.	Field Assistants ..			Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
12.	Computors	(d) Determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	
13.	Agriculture Sub-Inspector	he is deemed to be under suspension or for any portion thereof; or		Commissioner for Planning and Secretary to Government, Punjab, Department of Planning in respect of the staff of headquarter as well as of Field Offices.
14.	Drivers ..	(e) determining his pay and allowances-	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	
		(i) for the period of suspension; or		
		(ii) for the period form the date of his dismissal, removal	Economic Adviser to Government, Punjab, in respect of the	Commissioner for Planning and

15	Book-Binder	<p>or compulsory retirement from service or from the date of his reduction to a lower service ,grade, post , time -scale or stage in a time-scale of pay to the date of his retirement or restoration to his service, grade or post; or</p> <p>(f) Determining whether or not the period from the date of his suspension or from the date of his dismissal, removal ,compulsory retirement or reduction to a lower service, grade, post, time scale of pay or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose</p>	<p>staff of headquarter as well as of Field Offices.</p> <p>Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as of Field Offices.</p>	<p>Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.</p> <p>Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices</p>
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R.P. OJHA
 Commissioner for Planning and Secretary to Government, Punjab,
 Planning Department.

PART IV

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING**

Notification

The 4th March, 1985

No. G.S.R.24/Const./Art.309/85- The following rules as amended upto 4th March, 1985, are re-published for general information:-

'THE PUNJAB ECONOMIC AND STATITICAL ORGANISATION

(STATE SERVICE CLASS II) RULES, 1963

PART-I GENERAL

1. Short title, commencement and application.-(1) These rules may be called the Punjab Economic and Statistical Organisation (State Service Class II) Rules, 1963.
 1. They shall come into force at once.
 2. They shall apply to the posts specified in Appendix 'A' to these rules
2. **Definitions.-** In these rules, unless the context otherwise requires-

²[(a) 'Government' means the Government of the State of Punjab in the Department of Planning;]

(b) "Commission" means the Punjab Public Service Commission ;

(c) "recognized University" means-

- i. any University incorporated by law in any of the States of India; or
- ii. in the case of a degree or diploma obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or
- iii. any other University which is recognized by the State Government for the purposes of these rules;

³[(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;]

(e) "Service" means the Punjab Economic and Statistical Organisation (State Service Class II).

1. Published,-vide Punjab Government, Planning Department Notification No.G.S.R.270/Const. /Art. 309/63, dated the 19th November, 1963.
2. Substituted by Government of Punjab, Department of Planning, Notification No. G.S.R. 34/Const./Art 309/Amd. (1)/84, dated the 27th March, 1984.
3. Substituted by *ibid*.

PART II- CONDITIONS OF RECRUITMENT

¹[3. **Number and character of posts.**- The Service shall comprise the posts specified in

Appendix 'A' to these rules:

Provided that nothing in these rules shall effect the inherent right of the Government to make additions to or reductions in the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.]

4. **Pay.** - Members of the Service shall be entitled to such scales of pay including special pay, if any, as may be authorized by Government from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A' to these rules.

5. **Appointing authority.**- All appointments to the Service shall be made by Government.

²[6. **Nationality domicile and character of candidates appointed to Service.**- (1) No candidate shall be appointed to the Service unless he is-

(a) citizen of India ; or

(b) a citizen of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b) (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.

(2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

(3) No person shall be recruited to the Service by direct appointment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

1 Substituted by Government of Punjab, Department of Planning, Notification No.G.S.R. 34/Const./Art. 309/Amd.(I) /84, dated the 27th March, 1984.

2 Substituted rules 6,7 and 8 by *ibid*.

6-A. **Disqualifications.-** No person-

- (a) Who has entered into or contracted a marriage with a persons having a spouse living, or
- (b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. **Mode of recruitment and qualifications-** (1) Posts in the Service shall be filled in the following manner:-

- (a) In the case of Research Officer or District Statistical Officer,-
 - i) Fifty five percent by promotion from amongst Technical Assistants and Scrutiny Inspectors working in the Economic and Statistical Organisation, Punjab; and
 - ii) Fifty percent by direct appointment;
- (b) In the case of Senior Artist by promotion from amongst Artist-cum-Draftsman working in the Economic and Statistical Organisation, Punjab.

Provided that if no suitable candidate is available for appointment by promotion, the post shall be filled in by direct appointment

- (2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience specified in Appendix 'B' to these rules.
- (3) All promotions to the Service shall be made by selection on merit as provided in the Punjab Service (Appointment by Promotion) Rules, 1962 and no person shall be entitled to claim, as of right, promotion on the basis of seniority alone.
- (4) No person shall be recruited to any post in the Service by direct appointment unless he possesses knowledge of Punjabi language of matriculation standard or its equivalent or passes test in Punjabi language of matriculation standard to be held by such authority as may be specified by Government in this behalf from time to time.
- (5) If no suitable candidate possessing, the qualifications specified in Appendix 'B' to these rules is available for recruitment by direct appointment, the post in the Service shall be filled in by transfer of an official working on an analogous post in other departments of the Punjab Government.

8. **Age.-** No person shall be appointed to any post in the Service by direct appointment if he is less than twenty-one years or is more than thirty- five years of age on the Ist day of January immediately preceding the last date fixed for submission of applications to the Commission, or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time:

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Provided that the condition of upper age limit may be relaxed upto 45 years in the case of a person already in employment of the Punjab, Government, other State Government or the Government of India;

Provided further that in case of candidates belonging to Scheduled Caste and other Backward Classes, the upper age limit shall be such as may be fixed by Government from time to time.

Note:- For age limits in case of recruitment of ex-servicemen, the provisions of rule 6 of the Punjab Recruitment of Ex-servicemen Rules, 1982, shall apply.]

9. **Probation of members of service.**- (1) Persons appointed to the service shall remain on probation for a period of two years, if appointed by '[direct appointment] and one year if appointed otherwise:

Provided that –

- (a) any period, after appointment to the service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher post, prior to appointment to the service, may, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
 - (c) an officiating appointment in the service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent post.
- (2) If the work or conduct of a person appointed to the service during the period of probation is , in the opinion of the appointing authority, not satisfactory, it may-
- ²(a) if such person is 'recruited by direct appointment, dispense with his services or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and ;]
 - (b) if appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

1. Substituted by Government of Punjab, Department of Planning Notification No. G.S.R. 34/Const./Art.309/ Amd.(I) 84, dated the 27th March,1984.

3. Substituted by *ibid*.

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- (3) On the completion of the period of probation of a person, the appointing authority may,-
- (a) if his work or conduct has, in its opinion, been satisfactory-
 - (i) Confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
 - (ii) confirm such person, from the date from which a permanent vacancy exists, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
 - (b) if his work or conduct has, in its opinion, not been satisfactory-
 - (i) dispense with his services, if appointed by 1 [direct appointment]; or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the 2[period Of probation as specified in sub-rule (I)]:

Provide that the total period of probation, including extension, if any shall not exceed three years.

³[10. **Seniority of members of Service.-** The seniority inter se of members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or other recruiting authority of the Government, as the case may be shall not be disturbed:

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the commission or other recruiting authority, as the case may be, his seniority shall be determined from the date he joins the Service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates the next selection who join within the time specified in the first proviso:

1. Substituted by Government of Punjab Department of Planning, Notification No. G.S .R. 34/Const. /Art 309/ Amd (I)/84, dated the 27th March, 1984.
2. Substituted by *ibid*.
3. Substituted by *ibid*.

Provided further, that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member appointed otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in those appointments, and if the length of such service is also the same, an older member shall be senior to a younger member.

Note:- Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.]

¹[11 **Liability of the members of service to transfer** .- A member of the Service may be transferred by the Government to any post, whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume I, Part I.

11-A. **Liability to serve.**- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered to do so by the Economic Adviser to Government, Punjab.

12. **Pay, leave, pension and other matters.**- In respect of pay, leave pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may here after be adopted or made by the competent authority.

13 **Discipline penalties and appeals.**- (1) In the matter of discipline, penalties and appeals members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5-A of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of Service shall be as specified in Appendix 'C' to these rules.

1 Substituted rules 11, 12 and 13 by Government of Punjab. Department of Planning, notification No. G.S.R. 34/Const/Art 309/Amd(I) /84, dated the 27th March, 1984.

- (3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in Appendix 'C' to these rules and the appellate authority shall be as specified in Appendix 'D' to these rules.]

14. **Liability for vaccination and revaccination.**- Every member of the service shall get himself vaccinated or revaccinated when Government so direct by a special or general order.

15. **Oath of allegiance.**- Every member of the service, unless he has already done so ,shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

¹¹16. **Power of relaxation.**- Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons:

Provided that provision relating to qualifications and experience shall not be relaxed.

16-A. **Interpretation.**- If any question arises as to the interpretation of these rules, Government shall decide the same.]

17 **Repeal.**- The PEPSU Economic and Statistics Directorate Gazetted Services Rules, 1956, are hereby repealed :

Provided that anything done or any action taken under the provisions of the rules hereby repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

1. Substituted by Government of Punjab, Department of Planning, Notification No.G.S.R. 34/Const./Art.309/Amd.(I)/84, dated the 27th March, 1984.

¹[APPENDIX 'A']

(See rule I and 3)

Serial No.	Designation of the post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1 .	Research Officer	20	15	35	Rs.825-25-850-30-1,000/40-1,200/50-1,400-60-1,580
2.	District Statistical Officer	12	..	12	Ditto
3.	Senior Artist	1	..	1	Ditto

1. Substituted Appendices A,B,C, and D by Government of Punjab' Department of Planning, Notification No. G.S.R. 34/Const. /Art. 309/Amd. (1)/84, dated the 27th March,1984.

APPENDIX 'B'

(See rule 7)

Academic Qualifications and Experience

Serial No.	Designation of post	By promotion	By direct appointment or by transfer
1.	Research Officer	<p>(a) Master's degree in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers of Master's degree in Statistics from a recognized University; and</p> <p>(b) An experience of working on either or both of the posts of Technical Assistants and Scrutiny Inspectors for a minimum period of three years in the Economic and Statistical Organisation, Punjab</p>	<p>(a) Master's degree(with at least fifty per cent marks) in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers or Master's degree (with at least fifty per cent marks) Statistics from a recognized University; and</p> <p>(b) Should have nine month' training in Statistics at any institute or office recognized by the Government or two years' experience of dealing with economic and statistical matters in a Government office or in an interpretation which deals with collection, compilation, interpretation and dissemination of statistical data on various socio-economic aspects of the economy, and is recognized by the State Government or the Government of India.</p> <p align="center">OR</p> <p>(a) Master's degree in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers or Master's degree in Statistics from a</p>

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2. District Statistical Officer	<p>(a) Degree from a recognized University with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects; and</p> <p>(b) An experience of working on either or both of the posts of Technical Assistants and Scrutiny Inspectors for a minimum period of three years in the Economics and Statistical Organisation, Punjab</p>	<p>recognized University ; and</p> <p>(b) Should have five year's experience of dealing with economic and statistical matters in a Government office or in an institute which deals with collection, compilation, interpretation and dissemination of statistical data on various socio-economic aspects of the economy and is recognized by the State Government or the Government of India.</p> <p>(a) Master's degree (with at least fifty per cent marks) in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers or Master's degree (with at least fifty per cent marks) in Statistics from a recognized University; and</p> <p>(b) Should have nine months' training in Statistics at any Institute or office recognized by the Government or two years' experience of dealing with economic and statistical matters in a Government office or in an institute, which deals with collection, compilation, interpretation and dissemination of statistical data on various socio-economic aspects of the economy, and is recognized by the State Government or the Government of India.</p> <p>OR</p> <p>(a) Master's degree or in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers or Master's degree in Statistics from a recognized University; and</p>
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			(b) Should have five years' experience of dealing with economic and statistical matters in a Government office or an institute which deals with collection, compilation, interpretation and dissemination of Statistical data on various socio economic aspects of the economy and is recognized by the State Government or the Government of India.
3.	Senior Artist	(a) Five years' diploma in Arts from an institute recognized by Government or Master's degree in Fine Arts from a recognized University; and (b) An experience of working on the post of Artist-cum-Draftsman in the Economic and Statistical Organisation, Punjab, for a minimum period of five years.	(a) Five years' diploma in Arts from an Institute recognized by Government or Master's degree in Fine Arts from a recognized University; and (b) Three years' experience of specialized nature of art work such as layouts, designing of publications and their covers, pamphlets, folders and designing and preparation of pictograms in a Government office or in an institute recognized by the Government.

APPENDIX 'C'
(See rule 13)

Serial No.	Designation of the post	Nature of penalty	Punishing authority	Appellate authority
1	2	3	4	5
1	Research Officer	Minor penalties		

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2 District Statistical
Officer

Senior Artist

- (i) censure ;
- (ii) withholding of his promotion;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- (iv) with holding of increments of pay;



Economic Adviser to
Government, Punjab

Government

Major penalties-

- (v) reduction to a lower stage in the time-scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time-scale of pay, grade, post or Service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- (vii) compulsory retirement;



(viii) removal from service

which shall not be a disqualification for future employment under the Government;

(ix) dismissal from service which shall ordinarily be a disqualification for

Government

Nil

APPENDIX 'D'
(See rule 13)

Serial No.	Designation of the post	Nature of penalty	Punishing authority	Appellate authority
1	2	3	4	5
1	Research Officer	(i) An order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970;	Economic Adviser to Government, Punjab	Government
2	District Statistical Officer	(ii) An order which- (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreements; (b) interprets to his disadvantage the provisions of any such rule or agreement;	Government	Nil
3	Senior Artist			
		(iii) An order- (a) stopping him at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar; (b) reverting him while officiating in a higher service, grade or post to a lower service, grade or post, otherwise than as a penalty; (c) reducing or with-holding the pension or denying the maximum pension admissible to him under the rules;		

Serial No.	Designation of the post	Nature of penalty	Punishing authority	Appellate authority
1	2	3	4	5

- (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof; or
- (e) determining his pay and allowances-
 - (i) for the period of suspension ; or
 - (ii) for the period from the date of his dismissal removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale of pay to the date of his retirement or restoration to his service, grade or post ; or
- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Serial No.	Designation of the post	Nature of penalty	Punishing authority	Appellate authority
1	2	3	4	5

16069CS(P)-Govt. Press, U.T., Chd.

SHYAMA MANN,
Secretary to Government, Punjab,
Department of Planning.

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GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)
CORRIGENDUM

The 2nd March,2000

In Government of Punjab, Department of Planning Notification No.G.S.R. 77/Const./Art. 309/Amd. (3) /99 dated the 15th October,1999, published in Legislative Supplement of Punjab Government Gazette dated the 22nd October,1999 which amends sub-clause (i) of clause (a) of sub-rule (i) of rule 7 of the Punjab Economic and Statistical Organisation (State Service Class II) Rules, 1963, For “ Seventy five by promotion”, Read “ seventy five percent by promotion”.

KUSUMJIT SIDHU,
Secretary to Government of Punjab,
Department of Planning.

23557 CS(P)-Govt. Press, U.T.Chd.

PUNJAB GOVT. GAZ., SEPT. 12,1986 (BHDR.21,1908 SAKA) 675

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING**

Notification
The 1st September, 1986

No. G.S.R.,58/Const./Art. 309/ Amd. (1)/86. - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Economic and Statistical Organisation (Class-III) Service Rules, 1980, namely:-

1. These rules may be called the Punjab Economic & Statistical Organisation, (Class-III) Service (First Amendment) Rules, 1986 .
2. In the Punjab Economic & Statistical Organisation, (Class-III) Service Rules , 1980 (hereinafter referred to as the said rules). in rule 2, clause (b) shall be omitted.
3. In the said rules, in rule 4,-
 - (i) in sub-rule (1), for the proviso, the following proviso, shall be substituted, namely:-

"Provided that a candidate belonging to any of the categories (b) ,(c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice". and

- (ii) for sub- rule 2, the following sub- rule shall be substituted namely:-

"(2) A candidate in whose case , a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board but he shall not be given an appointment until he gets the certificate of eligibility from the Government of Punjab in the Department of Home Affairs and Justice".

4. In the said rules, in rule 6,-

(i) in sub-rule (1), -

(a) in clause(i), for the words " Statistical Assistant , Investigator and Inspector," the words " and Statistical Assistants" shall be substituted;

(b) in clause (ii) , for the words "Seventeen" and " twenty seven", the words " eighteen" and " thirty" shall respectively be substituted;

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(ii) for sub-rule (2) , the following Note shall be substituted , namely:-

Note: - For age limits in case of recruitment of Ex-Servicemen, the provisions of rule 6 of the Punjab Recruitment Ex-Servicemen Rules, 1982 shall apply"

5. In the said rule 8,-

(a) (i) in sub-rule (1),-

(A) in clause (g) , in sub- clause (i) for the word " Eighty" the word "Ninety" shall be substituted and in sub-clause (ii), for the word "Twenty", the word "Ten" shall be substituted;

(B) in clause (1) in sub- clause (ii) , the words " Investigators and Inspectors" shall be omitted;

(C) in clause (m), the words " Investigators and Inspectors" shall be omitted and in sub-clause (ii) , for the words and figure " Field Assistant Grade-I", the word investigator" shall be substituted ;

(D) for clause (n), the following clause shall be substituted, namely:-

"(n) in the case of Investigators ; -

(i) by director appointment ; or

(ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for recruitment by direct appointments;

(E) clauses (o) and (p) shall be omitted, and clauses (q) , and (r) shall be re-numbered as clauses (o) and (p) ,respectively;

(F) after clause (p) , as so re-numbered , the following clause shall be added, namely :-

"(q) in the case of Assistant Librarians;-

(i) by direct appointment ; or

(ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for recruitment by direct appointment;

(r) in the case of Gestetner Operator , -

(i) by promotion from Book Binders, if book binders are not available then by promotion from amongst Daftri , Jamadar and other class IV employees of Economic & Statistical Organisation, Punjab ; or

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- (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by promotion;
- (iii) in sub -rule (3) in clause (ii) , after the word "Driver" , the words "Gestetner Operator" shall be inserted.

6. In the said rules, in rule 9, in sub rule (3) in clause (b) , in sub clause (ii) , for the words "on the expiry of the first period of probation", the words , brackets and figure " on the expiry of the period of probation specified in sub-rule (1)" shall be substituted.
7. In the said rules, in rule 10, the words "Commission" wherever occurring shall be omitted.
8. In the said rules, for Appendix 'A' , the following Appendix shall be substituted , namely :-

APPENDIX A

Serial No.	Designation of the Post	Number of Posts			Scale of Pay
		Perma- nent	Temp- orary	Total	
1	2	3	4	5	6
1	Superintendent Grade-I	1	..	1	Rs. 825-25-850-30-1,000/40-1200/50-1400-60-1580.
2	Superintendent Grade-III	2	..	2	Rs. 750-25-850-30-1000/40-1200/50-1300.

Serial No.	Designation of the Post	Number of Posts			
3	(i) Assistant	18	6	24	Rs. 570-15-600-20-700/25-850/30-1000-40-1080 and 20 per cent selection grade of Rs. 600-1120.
	(ii) Senior Scale Stenographers	2	2	4	Rs. 570-15-600-20-700/25-850/30-1000-40-1080 plus Rs. 40 as special pay for the incumbent that attached with Head of department.
4	(i) Junior Scale Stenographers	7	5	12	Rs. 510-15-600/20-700/25-850-30-880.

1	2	3	4	5	6
(ii)	Steno-Typists	17	23	40	Steno-typist Grade-I Rs. 510-15-600/20-700/25-

					800 plus Rs. 25 as special pay. Steno-typist Grade-II Rs.400-10-450/15-525/15 -600 plus Rs. 25as special pay . (50 per cent Steno -typist Grade 1 and 50 per cent Steno-Typists Grade II).
(iii)	Clerks	22	7	29	Senior Clerks Rs. 510-15-600/20-700/25- 800. Clerks Rs.400-10-450/15-525/15 -600. (50 per cent Clerks and 50 percent Senior Clerks).
5	Librarian	1	..	1	Rs. 570-15-600-20-700/25 -850/30-1000-40-1080.
6	Artist-cum-Draftsman	1	..	1	Rs.620-20-700/25-850/30-

					1000-40-1200.
7	Draftsman	2	..	2	Rs. 570-15-600-20-700/25/ 850/30-1000-40-1080
8	Tracer	1	..	1	Rs.400-10-450/15-525/15 -660.

9	Technical Assistant and Scrutiny Inspector	72	32	104	Rs.700-25-850/30-1000-40-1200 plus special pay of Rs.50 with 6 posts in the Economic Intelligence Unit of Finance Department (M.A. Ist Class to start at Rs.725).
10	Statistical Assistant	59	31	90	Rs. 570-15-600-20-700/25-850/30-1000-40-1080.

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1	2	3	4	5	6
11	Investigator	110	88	198	Rs.400-10-450/15-525/15-600/20-660.
12	Drivers	1	1	2	Rs.400-10-450/15-525/15-600 time scale and Rs. 510-15-600/20-700/25-800 for selection grade posts.
13	Book Binder	1	-	1	Rs. 325-5-350/10-400/10-450-15-495.
14	Assistant Librarian	-	1	1	Rs.,450-15-525/15-600/20-700-25-800.
	Gestetner Operator	-	1	1	Rs.410-10-450/15-525/15-600.

9. In the said rules, in Appendix 'B' , in the Table,-

(i) For Serial Nos. 2, 7, 12, 13 and 14 and the entries relating thereto, the following shall be substituted, namely : -

Sr, No.	Designation of the post	Academic qualifications for appointment by			Minimum experience requisite for appointment by		
		Promotion	Direct appointment	Transfer	Promotion	Direct	Transfer
1	2	3	4	5	6	7	8
2	Superintendent Grade-III	Matriculate or its equivalent	..	Graduate of recognised University or its equivalent	Should have at least three years experience as an Assistant or a Senior Scale Stenographer: Provided that in case of Senior Scale Stenographer he should have worked as Assistant for a period two years on some existing vacancy or by sharing at least one-third work of a as Assistant after qualifying test specified in the Punjab State Assistant Grade Examination Rule, 1984.	..	Should have at least six years experience of ministerial work at least three years experience should be as an Assistant in any office of the Government of Punjab.

1	2	3	4	5	6	7	8
7	Clerk	Matriculate or its equivalent with knowledge of Punjabi type writing at a speed of thirty words per minute.	Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent with knowledge of Punjabi typewriting with a speed of thirty words per minute.	Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent with knowledge of Punjabi typewriting at a speed of thirty words per minute.	Should have at least five years experience of working on any Class III post or Class IV post or both in the Economic & Statistical Organisation, Punjab		
12.	Technical Assistant or Scrutiny Inspector	Graduate or a recognized University with Economics of Mathematics or Agricultural Economics or Commerce with Statistics as one of the elective subjects.	Master's degree (with at least fifty percent marks) of a recognised University in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the subjects or Master's degree (with at least fifty per	Master's degree (with at least fifty percent marks of a recognised University in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the subjects or Master's degree (with at least fifty per cent marks) of a recognised University	At least three years experience on the post of Statistical Assistant.	Preference shall be given to persons having at least one year experience in collection, compilation and analysis of Statistical data in a Government office or Institute recognised by State Government or Government of India on a post comparable to that of Statistical Assistant.	Preference shall be given to persons having at least one year experience in collection, compilation and analysis of Statistical data in a Government office or Institute recognised by the State Government or Government of India

1	2	3	4	5	6	7	8
13	Statistical Assistant	<p>Graduate of a recognized University with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects</p> <p>OR</p> <p>Matriculate or its equivalent.</p>	<p>Master's degree of a recognized University in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the subjects or Master's degree of recognised university in Statistics.</p> <p>OR</p> <p>Graduate of a recognised University with Economics or Mathematics or Agricultural Economics or</p>	<p>Master's degree of a recognized University in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the subjects or Master's degree of recognised university in Statistics.</p> <p>OR</p> <p>Graduate of a recognised University with Economics or Mathematics or Agricultural Economics or</p>	<p>In case of Graduate at least three years experience on the post of Investigator.</p> <p>OR</p> <p>In case of Matriculate at least seven years experience on the post of Investigator.</p>	<p>Preference will be given to those having at least one year experience in collection, compilation and analysis of Statistical data in a Government office or Institute recognized by the State Government or Government of India</p> <p>OR</p> <p>In case of Graduates at least three years experience of collection and compilation of Statistical data</p>	<p>Preference will be given to those having at least one year experience in collection, compilation and analysis of Statistical data in a Government office or Institute recognized by the State Government or Government of In India</p> <p>OR</p> <p>In case of Graduates , at least three years experience of collection and compilation of Statistical data</p>

1	2	3	4	5	6	7	8
			commerce with Statistics as one of the elective subjects.	commerce with Statistics as one of the selective subjects.		in a Government office or Institute recognised by the State Government or the Government of India.	in a Government office or Institute recognised by the State Government or the Government of India.
<p>Note: Experience on the posts of Filed Assistants or Computers gained before the commencement of the Punjab Economic & Statistical Organisation, (Class-III) Service (Amendment) Rules,1986 in the Economic & Statistical Organisation, Punjab will also be counted for the purpose of determining eligibility for promotion to the post of Statistical Assistant.</p>							
14	Investigator		Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent.	Graduate or Second Class Intermediate of a recognised University or First Class Matriculate or its equivalent.	...	Preference will be given to a person having at least one years's experience in collection and compilation of Statistical data in Government office.	Preference will be given to a person having at least one years's experience in collection and compilation of Statistical data in Government office.
(ii) Serial Nos. 15 and 16 shall be omitted ,and serial Nos. 17 and 18 shall be re-numbered as serial Nos. 15 and 16, respectively.							
(iii) After serial No.16, as so re-numbered , the following serial No. and entries shall be added, namely :-							

17	Assistant Librarian	..	Matriculate or Higher Secondary with certificate in Library Science of recognised University or its equivalent.	Matriculate or Higher Secondary with certificate in Library Science of recognised University or its equivalent.
18	Gestetner Operator	..	Should know how to operate a duplicating machine and should possess knowledge of Punjabi of Middle Standard and working knowledge of Hindi and English.	Matriculate . Should know how to operate a duplicating machine.

10. In the said rules, in Appendix 'C' in the Table :-
- (i) in serial No. 10. under column 2, the words "Investigators, Inspectors " shall be omitted;
 - (ii) in serial No. 11 ,under column 2, for the words and figures "Field Assistants Grade-I and Grade-II " the word "Investigators" shall be substituted ;
 - (iii) serial Nos. 12 and 13 and their entries under column 2 and entries relating thereto shall be omitted and serial Nos. 14 and 15 shall be re-numbered as serial Nos. 12 and 13 ,respectively;
 - (iv) after serial No. 13 as so re-numbered the following serial Nos. and entries shall be added, namely:-
 - " 14. Assistant Librarian.

 - 15. Gestetner Operator" and
 - (v) Under column 5, for the words "Commissioner for Planning and Secretary to Government, Punjab, Department of Planning" the word "Government" shall be substituted.
11. In the said rules, in Appendix 'D' in the Table :-
- (i) in serial No. 10, under column 2, the words " Investigators/ Inspectors " shall be omitted.;
 - (ii) in serial No. 11 under column 2, for the words "Field Assistants", the words Investigators" shall be substituted ;
 - (iii) serial Nos. 12 and 13 shall be omitted and serial Nos. 11 and 15 shall be re-numbered as serial Nos. 12 and 13,respectively ;
 - (iv) after serial No. 13 as so re-numbered , the following serial Nos. and entries shall be added , namely :-
 - " 14. Assistant Librarian.

 - 15. Gestetner Operators " and
 - (v) under column 5, for the words "Commissioner for Planning and Secretary to Government, Punjab, Department of Planning" wherever occurring the word "Government " shall be substituted.

BRAJENDRA SINGH,
Secretary to Government,
Punjab,
Department of Planning.

PART IV
GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING

Notification

The 19th June, 1987

No. G.S.R. 53/Const./Art. 309/87.- The following rules as amended up to 19th June, 1987, are republished for general information :-

'THE PUNJAB ECONOMIC AND STATISTICAL ORGANISATION

(STATE SERVICE CLASS I) RULES, 1963

PART I- GENERAL

1. **Short title, commencement and application** – (1) These rules may be called the Punjab Economic and Statistical Organisation (State Service Class 1 Rules, 1963.
(2) They shall come into force at once.
(3) They shall apply to the posts specified in Appendix 'A' to these rules.

2. **Definitions** – In these rules, unless the context otherwise requires -

2[(a) "Government" means the Government of the State of Punjab in the Planning Department;]

(b) "Commission" means the Punjab Public Service Commission;

(c) "recognized university" means –

- (i) any university incorporated by law in any of the States of India; or
- (ii) in the case of a degree or diploma obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University, or
- (iii) any other university which is recognized by the State Government for the purpose of these rules,

³[(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of any person already in the service of Government of India or of a State of Government;]

(e) "Service" means the Punjab Economic and Statistical Organisation (State Service Class I); and

¹ Published – vide Punjab Government, Planning Department Notification No. G.S.R. 269/Cosnt. /Art. 309/63, dated 19th November, 1963.
² Substituted by Government of Punjab, Department of Planning, Notification No. G.S.R. 67/Const./Art. 309/Amd.(1)/76, dated the 7th June, 1976
³ Substituted by *ibid.*

¹[(f) “words and expressions used in these rules but not defined shall have the meaning assigned to them in the Punjab General Clauses Act, 1898”].

PART II – CONDITIONS OF RECRUITMENT

²[3. **Number and character of posts.**- The service shall comprise the posts shown in Appendix “A” to these rules :

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designation and scales of pay, whether permanently or temporarily].

4. **Pay.**- Members of the Service shall be entitled to such scales of pay including special pay, if any, as may be authorised by Government from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix ‘A’ to these rules.

5. **Appointing authority.** – All appointments to the service shall be made by Government.

³[6 **Nationality, domicile and character**- (1) No person shall be appointed to the Service, unless he is,-

- (a) a citizen of India, or
- (b) a citizen of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that candidate belonging to one of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority of the Government, but such a candidate shall not be given appointment letter until the necessary certificate as required under Sub-rule (i) is given in his favour by the Government of Punjab in the Department of Home Affairs and Justice].

1 Added by Government of Punjab, Department of Planning, Notification No. G.S.R 67/Const./Art.309/Amd.(1)/76, dated 7th June, 1976.

2 Submitted by *ibid*.

3 Substituted by. – vide Notification No. G.S.R. /59/Const./Art. 309/Amd. (2)/86, dated 1st September, 1986.

¹[(3) No person shall be recruited to the service by direct appointment, unless he produces a certificate of character from the principal academic officer of the University, College, School or Institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

(4) No [person:

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service :

Provided that the government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.]

7. ²[(1) **Mode of recruitment.** –(1) All appointments in the service shall be made in the following manners, namely :-

- (a) by promotion;
- (b) by direct appointment if no suitable person is available for appointment by promotion ; or
- (c) appointment by transfer of a suitable person already in the service of the State Government or the Government of India, if no suitable candidate is available for recruitment by direct appointment].

³[(2) All promotions shall be made by selection on merit as enjoined in the Punjab Service (Appointment by promotion) Rules, 1962 and no person shall be entitled to claim as right, of promotion to such posts on the basis of seniority alone].

³[8. **Age and academic qualifications-** No person shall be appointed to any post in the service, unless he –

(a) in the case of direct appointment, is-

²[(i) Not less than 35 years and not more than 45 years of age in the case of Economic Adviser, Directors and Joint Directors; and ;]

(ii) not less than 30 years and more than 40 years of age in the case of Deputy Economic and Statistical Adviser :

1 Substituted, – vide Punjab Government Notification No. G.S.R. 67/Const./Art. 309/Amd. (2)/86, dated 7th June, 1976.

2 Substituted, – vide Punjab Government Notification No. G.S.R. 59/Const./Art. 309/Amd. (2)/86, dated 1st September, 1986.

3 Substituted, – vide Notification No. G.S.R. /67/Const./Art. 309/Amd. (1)/76, dated 7th June, 1976.

Provided that the condition of upper age limit in respect of recruitment to the post of Deputy Economic and Statistical Adviser may be relaxed upto 45 years in the case of person already in the employment of the Punjab Government, any other State Government or the Government of India ;

Provided further, that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons.

¹[Provided further that in the case of candidate belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time].

¹Note - For age limits in case of recruitment of Ex-servicemen, the provisions of rule 6 of the Punjab Recruitment of Ex-Servicemen rules, 1983, shall apply].

(b) possesses the qualifications and experience required for such post specified in Appendix 'B' to these rules;

(c) possesses knowledge of Punjabi of Matriculation or its equivalent standard.]

9. **Probation of members of service** – (1) Persons appointed to the service shall remain on probation for a period of two years, if appointed by direct recruitment and one year if appointed otherwise:

Provided that –

(a) any period, after appointment to the service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher post, Prior to appointment to the service may, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule;

(c) an officiating appointment in the service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent post; and

¹[(d) leave of any kind not exceeding six months availed of at the end or during the period of probation shall be counted towards the period of probation].

(2) If the work or conduct of a person appointed to the service during the period of probation is, in the opinion of the appointing authority, not satisfactory, it may –

³[(a) If such person is recruited by direct appointment, dispense with his services, (or) revert him to a post on which he held lien prior to his appointment to the service by direct appointment].

-
1. Substituted (added) – vide Notification No. G.S.R.59/Const./Art. 309/Amd. (2)/86, dated 1st September, 1986.
 2. Added by ibid
 3. Substituted Government of Punjab, Department of Planning – Notification No. G.S.R. 67/Const./Art. 309/Amd. (1)/76, dated 7th June, 1976.

(b) If appointed otherwise -

- (i) revert him to his former post; or
- (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may -

(a) if his work or conduct has, in its opinion, been satisfactory –

- (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
- (ii) confirm such person from the date from which a permanent vacancy exists, if appointed against a temporary vacancy; or
- (iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy; or

(b) If his work or conduct has, in its opinion, not been satisfactory -

- (i) dispense with his services, if appointed by direct recruitment; or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the ¹[period of probation specified in sub-rule (1).] :

Provided that the total period of probation, including extension, if any, shall not exceed three years.

¹[10. **Seniority of members of Service** – The seniority *inter se* of members of the service in each cadre shall be determined by the length of continuous service on a post in that cadre of the service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or other recruiting authority of the government, as the case may be, shall not be disturbed:

Provided further that in a case a candidate is permitted to join the service after the expiry of the said period of four months in consultation with the Commission or other recruiting authority, case the case may be his seniority shall be determined from the date he joins the service:

1 Substituted – vide Punjab Government Notification No. G.S.R. 59/Const./Art. 309/Amd. (2)/86, dated 1st September, 1986.

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member appointed otherwise ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a member who was drawing higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.

Note: - Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.]

[11. **Liability to transfer.**- (1) A member of the service shall be liable to serve at any place, whether within or out of the State of Punjab, under the orders of the appointing authority.

- (2) A member of the service may be transferred by the Government to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume1, Part 1.]

[12. **Pay, Leave, Pension and other matters.** – In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature and the rules made thereunder.]

1. Substituted by Government of Punjab, Department of Planning Notification No. G.S.R. 67/Const./Art. 309/Amd. (1)/76, dated 7th June, 1976.

¹[13. **Discipline, Penalties and Appeals** – (1) In the matter of discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the service shall be the Government.]

14. **Liability for vaccination and re-vaccination.** – Every member of the service shall get himself vaccinated or re-vaccinated when Government so directs by a special or general order .

15. **Oath of allegiance.** – Every member of the service, unless he has already done so shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

¹[16. **Power of relaxation-** Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except for those pertaining to basic qualifications and experience, with respect to any class or category of persons].

16-A **Interpretation.** – If any question arised as to interpretation of these rules, the ²[Government] shall decide the same.

17. **Repeal.** - The PEPSU Economics and Statistics Directorate Gazetted Services Rules, 1956, are hereby repealed:

Provided that any thing done or any action taken under the provisions or the rules hereby repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

³[APPENDIX ‘A’

Serial NO.	Designation of the post	No. of posts			Scale of pay
		permanent	Temporary	Total	
1	Economic.. Adviser..	1	--	1	(Rs.) 2,000-100-2,400
2	Director..	2	1	3	1,775-75-2,000/100-2,300
3	Joint Director..	1	1	2	1,775-75-2,000/100-2,100
4	Deputy Economic and Statistical Adviser	9	3	12	940-30-1,000/40-1,200/50-1,400/60-1,700-75-1,850

1 Substituted by Government of Punjab, Department of Planning Notification No. G.S.R. 67/Const./Art. 309/Amd. (1)/76, dated 7th June, 1976.
 2 Substituted for “Chief Secretary” By Government of Punjab, Department of Planning Notification No. G.S.R. 59/Const./Art. 309/Amd. (1)/76, dated 7th June, 1976.
 3 As substituted,— vide Punjab Government Notification No. GSR /59/Const./Art. 309/Amd (2)/86, dated 1st September, 1986.

APPENDIX 'B'

(See rules 7 and 8)

Serial No	Designation of post	Academic Qualification	Experience
1	Economic Adviser to Government, Punjab	<p>(a) By Direct Appointment or by Transfer: Second Class Master's Degree in Economics or Commerce or Agricultural Economics with Statistics as one of the papers from a recognized University. Preference to be given to a person having Ph.D. Degree.</p> <p>(b) By Promotion Master' Degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics with Statistics as one of the papers in the first four cases from a recognized University</p>	<p>(a) By Direct Appointment or by Transfer, Ten years experience in guiding and conducting research in various Economic and Statistical matters either in a University or in some Economic and Statistical Organisation in a gazetted capacity.</p> <p>(b) By Promotion : Twelve years experience in guiding and conducting research work on various Economic and Statistical matters as deputy Economic and Statistical Adviser or Joint Director or Director, out of which two years should be as Director in the Economic and Statistical Organisation, Punjab</p>
2.	Director	<p>(a) By Direct Appointment or by Transfer : Second Class Master's Degree in Economics or Commerce or Agricultural Economics with Statistics as one of the papers from a recognized University. Preference to be given to a person having Ph.D. Degree</p> <p>(b) By Promotion: Master's Degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics with Statistics as one of the papers in the first four cases from a recognized University</p>	<p>(a) By Direct Appointment or by Transfer: Eight years experience in guiding and conducting research work on various Economic and Statistical matters either in a University or in some Economic and Statistical Organisation in a gazetted capacity</p> <p>(b)By Promotion: Ten years experience in guiding and conducting research on various Economic and Statistical matters as Deputy economic and Statistical Adviser or Joint Director and other gazetted posts in the line, out of which two years should be as Joint Director in the Economic and Statistical Organisation, Punjab</p>

Serial. No	Designation of post	Academic Qualification	Experience
3	Joint Director	<p>(a) By Direct Appointment or by Transfer : Second Class Master's Degree in Economics or Commerce or Agricultural Economics with Statistics as one of the papers from a recognized University. Preference to be given to a person having Ph.D. Degree</p> <p>(b) By Promotion: Master's Degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics with Statistics as one of the papers in the first four cases from a recognized University</p>	<p>(a) By Direct Appointment or by Transfer: Five years experience in guiding and conducting research in Economic and Statistical matters either in a University or in some Economic and Statistical Organisation in a gazetted capacity</p> <p>(b))By Promotion: Eight years experience in guiding and conducting research in various Economic and Statistical matters as Senior Research Officer or Deputy Economic and Statistical Adviser and other gazetted posts in the line, out of which two years should be as Deputy Economic and Statistical Adviser in the Economic and Statistical Organisation, Punjab.</p>
4	Deputy Economic and Statistical Adviser	<p>(a) By Direct Appointment or by Transfer : Second Class Master's Degree in Economics or Commerce or Agricultural Economics with Statistics as one of the papers from a recognized University. Preference to be given to a person having Ph.D. Degree</p> <p>(b) By Promotion: Master's Degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics with Statistics as one of the papers in the first four cases from a recognized University</p> <p>I [* * * *]</p>	<p>(a) By Direct Appointment or by Transfer: Five years experience in Supervising and conducting research work in various Economic and Statistical matters in a University or in some Economic and Statistical Organisation in gazetted capacity</p> <p>(b) By Promotion: Seven years experience as Research Officer or District Statistical Officer or both in the Economic and Statistical Organisation, Punjab]</p>

R.N. GUPTA,
Secretary to Government, Punjab,
Department of Planning.

I "Appendix C" Omitted by Government of Punjab, Department of Planning, Notification No. G.S.R.67/Const./Art.309/Amd.(1)/76, dated the 7th June, 1976.

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. 12/30/90-5P/802-807 dated 6.5.2002 and No 12/30/90-5P/2215-2220 dated 10.11.2004 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I and Annexure I-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
25.5.2007

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

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

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

1. Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab.(8 copies)

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

Special Secretary Planning

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

Dated Chandigarh the 29.5.07

Copy of the above is forwarded to the :-

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

Special Secretary Planning

ANNEXURE-I

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

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

ANNEXURE-I -A

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

1. Cases relating to all policy matters including cases in which new policies to be formulated or the existing policies relating to the functioning of the Department is to be changed and cases which are not covered by the schedule;
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. Communication from the Election Commission to stop any action or proposed to be taken thereon.
7. Any Departure from these rules which comes to the notice of Chief Secretary or any Secretary;
8. Proposals for creation and abolition of group 'A' & 'B' posts;
9. Cases where successor Minister wishes to modify the orders of his predecessor in office.
10. Proposals involving the alienation either temporary or permanent or sale, grant or lease of Government property between Rs. 25,000/- and Rs.75,000/- in value or the abandonment or reduction of revenue, between Rs.25,000/- and Rs. 75,000/- except when such alienation , sale ,grant or lease of Government property abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Council.
11. Construction of State level Committees and Boards:
 - (i) which have non-official members and consequently their traveling allowance or dearness allowance is to be paid from the State Exchequer; or
 - (ii) where the committee is a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the

Organisation which constituted the Board or the Committee as the case may be.

- (iii) Cases relating to appointments of Chairman, Executive Heads and Directors
- (iv) Cases relating to re-employment of the Group 'A' & 'B' Officers or extension in their term of employment.
- (v) Cases in which there is a difference of opinion between the Secretary and Minister incharge;
- (vi) Such other clauses or classes 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 Standing Orders issued by the Department of General Administrative Reforms. All cases to be submitted to other Ministers
5. Annual Administration Report of the Department.

II.-A Plan Scheme (of all Departments)

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

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

1. Reports of P.A.C. and estimates committee.
2. Plan /Budget proposals involving new expenditure (at initial Stage)

creation /abolition of posts of Group 'A' & 'B' Officers. Advance out of the Punjab Contingency Funds .

3. Assistance to I.A.M.R, N.C.A.E.R. etc.
4. Waiving of claims of recovery from Government employees where the recovery cannot be waived off under instructions of Government.
5. Payment from the State Revenue for the damages in suites brought by or against Group 'A' & 'B' Officers.
6. Revision of scales of all employees and grant/withdrawal of special pay, personal pay, etc. and allowances and grant of advance increments to Group 'A' & 'B' Officers.

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

1. Appointments by promotion or transfer to Group 'A' & 'B' posts and 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 involve change of station of posting.
6. Cases in which it 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) Review of an order imposing any penalty on Group 'A' & 'B' Officers.

8. Representation by Group 'A' Officers against the adverse remarks in 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' Officers.
11. Representations against fixation of Seniority and revision of seniority of Group 'A' Officers.
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. Departmental Services Rules.
14. Permitting or with holding of applications of employees for training or assignment abroad, Deputation for training abroad.
15. Deputation of Group 'A' Officers.
16. (a) Grant of earned leave to the Head of Department where a substituted is needed.
(b) Grant of Ex-India Leave to all Officers/Officials.
17. Tour programme of Secretary Planning.
18. Resignation from services of Group 'A' Officers.
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 Group 'A' & 'B' Officers are to be shown to C.M. also.
21. Reduction in retirement benefits/cut in pension of Group 'A' & 'B' Officers.
22. Cases of extension in service of re-employment of an employee.
23. All other cases relating to 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 etc. (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 lakhs
3. Diversion of funds from one major Head to the other major Head above Rs. 10.00 lakhs
4. Quarterly review of progress of Plan Schemes.
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 Group 'C' & 'D' employees.
2. Grant /withdrawal of special pay, personal pay, etc. and allowances and grant of advance increments to Group 'C' & 'D' employees.
3. Purchase of staff cars/jeeps.
4. Payment of Rent of Buildings.

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

1. Appointments by direct recruitment to Group 'A' & 'B' posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group 'B' 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) Cases in which it is proposed to stop an employee at the ACP/ proficiency step up (except Group 'A' Officers).
- 6. (a) Proposals for charge sheeting taking disciplinary action, or for imposing a major/minor penalty on a Group 'B' Officers.
 - (b) Appeals against orders imposing any penalty on Group 'C' & 'D';
 - (c) Issue of warning to Group 'A' Officers.
- 7. Representation by Group 'B' Officers and Group 'C' & 'D' employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
- 8. Cases of Group 'B' Officers Proposed to be referred to the Vigilance Department for inquiry.
- 9. Cases relating to the treatment of the period of suspension of Group 'A' & 'B' 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 of Group 'C' & 'D' posts.
- 14. Cases of extension of probation and reversion of Group 'C' & 'D'
- 15. Postings and transfers of officers within the Planning Board.
- 16. Casual Leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and E.A.
- 17. Permitting 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 'A' Officers.
22. Cases of extension beyond 50/55 years of Group 'B' and Group 'C' & 'D' employees where adverse entries of refusal to extension are involved.
23. (a) Retirement from service of Group 'A' Officers.

(b) Retirement/resignation from service of Group-'B' Officers.
24. Grant of honorarium and permission to accept fees to Directors/E.A.
25. Sanction of loans/advance-Car/scooter/GP Fund/House Building to repair etc. advances to Director/ E.A.
26. Sanction/Counter/signatures of medical re-imbusement bills of Director/E.A.
27. New Telephones to offices.
28. All other cases accept policy cases, relating to Group 'B' Officers not specifically covered under any item.

ANNEXURE-IV

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

I. General and Legislative Business.

1. Arrangement regarding visits of members of Planning Commission.
2. Attending the meetings of Punjab Vidhan sabha on behalf of the Secretary Planning and looking into all matters connected with the sitting of State Legislature when its session is on.
3. All court cases relating to service matters-sanctions for defense filling of affidavits, filling of appeals, etc. except cases in which the Secretary or the Minister is required to file on affidavit.
4. Cases to be referred to L.R. for advice.
5. Payment of rent of buildings where there is no proposal to increase the rent.

II. Plans schemes of the Departments

1. Clearance of new plan schemes involving expenditure and supplementary demands upto Rs. 10.00 lacs.
2. Diversion of funds from one major Head to the other major Head upto Rs. 10.00 lacs.
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. All cases of adjustment of plan outlay within the same head/sub heads of development.
6. Powers to accept surety bonds of Non-Governmental organisations.

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 Group 'C' & 'D' posts.
3. (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on Group 'C' & 'D' employees .
(b) Issue of warning to Group 'B' Officers.
4. Representations by Group 'C' & 'D' employees against adverse remarks in the confidential reports not countersigned by Special/Additional/Joint Secretary or Directors.
5. Reports of such enquiries against Group-'B' and Group 'C' & 'D' employees as do not disclose any grave misconduct or corruption to be submitted to the Minister-in- charge.
6. Suspension of Group 'C' & 'D' employees and treating to their period of suspension.
7. Deputation of Group 'C' & 'D' employees.
8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group 'A' 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 demurrage 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 all Officers/Officials (except Directors/E.A.) .
16. Sanction of Medical reimbursement bills of all officers/officials (except Directors/EA).
17. All cases of time-barred claims, investigation/adhoc payment thereof.
18. All cases relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
19. All cases of earned leave of Group 'A' Officers other than E.A. / Directors which do not involve consequential transfers of offices from one station to another.
20. All cases relating to Group 'C' & 'D' employees not specifically required to be put up to Secretary Planning under this standing order.

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.

4th Manual: Norms for discharge of functions

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

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

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

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

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

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

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

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

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

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

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

- 7.1 Relevant rule, circular etc:
7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:

Regd.No.PB/0061/2003-05

Regd.No.NW/CII-22

PUNJAB GOVERNMENT GAZETTE

EXTRAORDINARY

Published by Authority

CHANDIGARH, MONDAY, NOVEMBER 28, 2005

(AGRAHAYANA 7, 1927 SAKA)

LEGISLATIVE SUPPLEMENT

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

Price: Rs. 2.70

(AGHN.7,1927 SAKA)

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28th November, 2005

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

THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005

(Punjab Act No.22 of 2005)

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

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

1. (I) This Act may be called the Punjab District Planning Committees Act, 2005. Short title and Commencement

(II) It shall come into force at once.

Definitions

2. In this Act, unless the context otherwise requires:-

A. "Chairperson" means the Chairperson of the Committee chosen under sub-section (3) of section 3;

B. "Committee" means the District Planning Committee Constituted under sub-section (1) of section 3;

- C. “district” means a revenue district in the State;
- D. “member” means a member of the Committee and includes its Chairperson;
- E. “Municipality” shall have the same meaning as assigned to it under clause (e) of Article 243-P of the Constitution of India;
- F. “Panchayat” shall have the same meaning as assigned to it under clause (f) of Article 243-P of the Constitution of India;
- G. “population” means the population as ascertained at the last preceding census of which the relevant figures have been published;
- H. “prescribed” means prescribed by rules made under this Act;
- I. “section” means section of this Act;
- J. “State” means the State of Punjab; and
- K. “State Government” means the Government of the State of Punjab.

(AGHN.7,1927 SAKA)

Constitution
of District
Planning
Committee.

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

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

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

Abolition of
DP & DB.

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

Meetings

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

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

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

Removal
and
suspension
of members
including
Chairperson

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

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

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

Filling of
vacancies
Power to
issue
directions

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

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

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

Power to
make
rules

(2) Every rule made under this Act, shall be laid, as soon as may be, after

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

(AGHN.7,1927 SAKA)

Power to
remove
difficultie

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

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

H.S.BHALLA

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

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

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

8.1 Name of the Board, Council, committee etc

S.no	Name of the Board/Council/committee etc	Member Name
1)	District Planning & Development Committees	District planning and development committees for all districts have not been constituted yet will be updated after constitution of all committees.

8.2 Composition Powers & Functions.

8.3 Whether their meetings are open to the public?

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

8.5 Place where the minutes if:

8.6 Open to the public is available?

Guidelines attached

GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(LOCAL PLAN DIVISION)

To

All the Deputy Commissioners in the State.

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

Dated Chandigarh the 5th July,2006.

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

Kindly refer to the subject cited above.

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

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

9	Bathinda	24	13	6	19	5
10	Hoshiarpur	24	15	4	19	5
11	Firozpur	24	14	5	19	5
12	Patiala	24	12	7	19	5
13	Jalandhar	24	10	9	19	5
14	Sangrur	40	23	9	32	8
15	Gurdaspur	40	24	8	32	8
16	Ludhiana	40	14	18	32	8
17	Amritsar	40	16	16	32	8
18	S.A.S. Nagar	15	7	5	12	3
19	Tarn Taran	15	10	2	12	3
20	Barnala	15	7	5	12	3

* Present Status

3. The 1/5th number of members are to be nominated by the State Government. For the 4/5th of the members which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.

3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections.

- 3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.
- 3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.
- 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college.
- 3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.
- 3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).
- 3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.
- 3.9 If the number of contesting candidates is more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark () against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect. The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs () or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.

- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.
- 3.13 After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.
- 3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.
- 3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

(R.L.Mehta)

Special Secretary Planning

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

Dated 5th July, 2006.

A copy is forwarded to the following:-

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

Special Secretary Planning.

9th Manual: Directory of Officers and employees

9.1 Name and designation

Head Office			
SN	Name	Residential Address	Telephone No.
1	2	3	4
	Sarvshri/Smt/Miss		
I	Economic Adviser to Govt. Punjab		
	Mohan Lal Sharma	H.No 48,Sector 49A, Young Dewellar CHD	2674025 (R)/ 2704540(O), 7589000014 (M)
II	Director		
1	Parminder Singh	H.N.2074, Sector-27C, CHD	2704944(O) / 98558-50081
2	Tirath Singh	H.No 322, Sector 22A, CHD	2703124 (O)/ 98148-11322
III	Joint Director		
1	Harvinder Singh	H. No 307, Sec 22A,CHD	2705437(O)/ 97790-89450
2	Kuldeep Kaur	H. No 2873/B, Sec 42-C ,CHD	2708339(O)/ 96467-32002
3	Jagdeep Singh	H.No.2870/B, Sector 42-C, CHD	2707362(O)/ 98159-95021
IV	Dy. E.S.A.		
1	Rajinder Kaur	H.No. 5603, Sector 38 West, CHD	98552-83640
2	Sukhminder Singh	H.No. 3967, 22-D, CHD	94649-89562
3	Deepinder Kaur	H.No 2397/A, SCL Society, Sec 70, S.A.S Nagar	98155-65397
V	Research Officer		
1	Chanchal Bala	H.No. 978, Sector-49A, CHD	95014-68252
2	Gurmeet Singh	H.No. 2289/A, Sector- 23 C, CHD	98550-79363
3	Meena Rani	H.No. 3177, Sector 37 D, CHD	94636-54637
4	Sarbjit Kaur	H.No. 1022, Sunny Enclave ,Kharar	96461-69372
5	Labh Singh	H.No. 1561,Sector-20 B,CHD	98764-80370
VI	Assistant Research Officer		
1	Miury	H.No. HM-358, Phase-9 S.A.S. Nagar	98760-66358
2	Divya Rattan Pal	H.No826, Sector 78, SAS Nagar, Mohali	98557-11059
3	Gursharn Kaur	H.No. HB 61, Phase-1 S.A.S. Nagar	94645-41581

4	Neelam Narang	H.No. 112, Sector-22 A, CHD	98146-36112
5	Sadhu Ram	H.No. 2419, Sector 39 C, CHD	97803-69979
6	Punam Joshi	H.No. 1831/1, Phase-10, Housefed Complex, SAS Nagar	94638-37025
7	Sukhdev	H.No. 524/6, Chiranjiv Enclave Badal Colony, Lohgarh Road, Zirakpur	98550-12210
VII	Statistical Assistant		
1	Balwinder Kaur	H.No. 151/1, Sector 55 A, CHD	84270-09213
2	Harbhajan Kaur	H.No. 1482/B, Sector 61, CHD	81960-58999
3	Sunita Parbhakar	H.No. 2161, Sector 44C, CHD	94173-66342
4	Ranjit Singh	H.No. 235, Gurdev Nagar, Zirakpur	98881-39907
5	Santosh Kumari	H.No. 4654, Sector70, S.A.S. Nagar	97807-32659
6	Veena Kumari	H.No. 1032, Sector 20 B, CHD	98152-10635
7	Karnail Singh	H.No. 457, Phase-9, S.A.S. Nagar	98157-33163
8	Poonam Gupta	H.No. 2216/50C, Pepsu Society, CHD	99158-39949
9	Sita Ram	H.No. 2259, Sector, 23-C, CHD	98782-93675
10	Surinder Singh	H.No. 3042 Sector 23-D, CHD	98559-23113
11	Prem Kumar	H.No.2214-A, Sector 27-C,CHD.	97812-97944
12	Gurminder Kaur	H.No. 10, Phase-6, S.A.S. Nagar	85589-32490
13	Satwinder Kaur	H.No. 221/A, Sector 51A, CHD	98148-53053
14	Sukhwinder Singh	H.No. 692 Sector 59 , S.A.S. Nagar	98555-71070
VIII	Investigator		
1	Amanjot Kaur	H.No. 2677, Phase XI ,SAS Nagar	98555-23602
2	Amanpreet Kaur	H.No. 1162,Sector-40B, CHD	80542-09016
3	Harish Kumar	H.No-30, Harmilap Nagar ,Phase-2 ,Baltana (Zirakpur). SAS Nagar	98781-26440
4	Jaswinder Kaur	H.No. 2367, Sector-20C, CHD	99159-51285
5	Kuljit Singh	H.No. 1197, Sector 23B, CHD	76960-66444
6	Kulwinder Kaur	Vill-Baironpur Bhago Majra, Landran Road Distt S.A.S. Nagar	99159-52371
7	Manjeet Kaur	H.No.213, Ward No7, Gobind Nagar, Naya Gaon S.A.S. Nagar	97805-80157
8	Mukta Passi	H.No. 5206, Sector-20, Panchkula.	98727-46033
9	Jasvir Kaur	H.No. 1432, Sector 22 B, CHD	80540-20368

10	Sat Kiran Lily Bhullar	H.No. 2143, Sector 40 C, CHD	86997-13760
11	Nancy	H.No. 358 ,Sector 9, Panchkula	80547-14050
IX	Draftsman		
1	Prem Chand	H.No. 1472, Sector-61, CHD	98146-74472
2	Saroj Kumari	H.No. 242-A, Sector-43A, CHD	98723-09475
X	Superintendent (II)		
1	Parkash Chand	H.No. 3943, Sec 22 D, CHD	99889-81598
2	Suresh Kumar Chauhan	C/o Sh. Jagan Nath, Near Dhillon Resorts, Naya Gaon, S.A.S. Nagar	94173-58612 90419- 88612
XI	Senior Assistant		
1	Upinder Kaur	H.No.88,Sector-15A,CHD	80540-14335
2	Sham Lal	H.No. 1625, Sector-70,S.A.S. Nagar	94633-06162
3	Sushma Devi	H.No. 2691, Sec 67, S.A.S. Nagar	99882-80210
4	Satish Kumar	H.No. 216, Sector-29 A, CHD	98140-07344
5	Veena Rani	H.No. 207, Sector4, Mansa Devi Complex, Panchkula.	80547-91617
6	Balwinder Kaur	H.No. 5082/2 , Cat-III,MHC, Mani Majra	94175-12373
7	Vijay Lakshmi	H.No.5807A,Sector-38-West,CHD	90418-72500
8	Rakesh Kumar	H.No. 842, Phase-10, S.A.S. Nagar	94635-94403
9	Gurmeet Singh	H.No. 2274, Phase 10, S.A.S. Nagar	99140-23177
XII	Senior Scale Steographer		
1	Mohinder Kaur	H.No. 1121, Sector-23 B,CHD	81461-56523
2	Anuba Rani	H.No. 435, Phase-4, S.A.S. Nagar	99148-49138
3	Harbans Singh	H.No. 1122, Sector-42 B ,CHD	98146-41109
X III	Junior Scale Stenographer		
1	Inderjit Kaur	H.No. 1714 Sector-23 B, CHD	90411-11272
2	Krishna Devi	H.No. 750, Sector 40A ,CHD	90414-38014
3	Chand Kiran	H.No. 877/8,Moh. Loharan Wala Dera Bassi .	98149-74742
4	Jaswinder Kaur D/O Sham Singh	HM-346, Phase-9, SAS Nagar, Mohali	97819-93347
5	Usha Peepat	Near Gugga Mari, Gilco Valley, Kharar	94785-94366
XIV	Junior Assistant		
1	Dilbagh Singh	H.No.213, Ward No4, Gobind Nagar, Naya Gaon Mohali.	98557-28478

2	Harminder Singh	H.No. 48, W.No. 12, Dera Bassi, SAS Nagar, Mohali	98551-81898
3	Mandeep Singh	H.No.2677, Ph XI SAS Nagar,	98144-22322
4	Parma Nand	H.No. 2284-B, Sector 19-C,CHD	98142-37999
5	Randhir Kaur	H.No. 580, Phase 4, SAS Nagar	99157-71934
6	Narinder Kaur	H.No. 5157, Sector38 West, CHD	97805-41519
XV	Clerk		
1	Saroj Bala	H.No. 1481/1, Sector 29-B, CHD	99152-36914
2	Gurbinder Singh	H.No 2944/2 Sector 47- C,CHD	98887-30024
3	Kulbir Singh	H.No. 1264, Ward No.9, khanpur, Kharar.	98555-51173
4	Rahul kalra	H.No 2409-B, Sector -39 C, CHD	97802-65658
5	Sujata Goyal	H.No.2236, Sector-45 C, CHD	98145-82020
6	Kulwinder Singh	H.No.1194,Sector-11,Ranjit Nagar, Kharar, Distt Ajitgarh	99145-11259
7	Kawaljeet Kaur	H.No. 1829, Sector-43B, CHD	94636-43086
8	Sanjeev Kumar	H.No. 2594, Sector 39-C, CHD	98786-30164
9	Jagdish Kumar	H.No. 2320, Sector 28-C, CHD	98888-83826
XVI	Steno-Typist		
1	Jaswinder Kaur D/O Balwant Singh	H.No. 1539, Sector 20 B, CHD	93160-42405
2	Radha	H.No. 5, Sector-28 A, CHD	98145-24754
3	Satnam Singh	H.No. 39, Palsora, CHD.	98148-10753
4	Shashi Bala	H.No. 1163, Sector-43 B, CHD	98159-90256
XVII	Driver		
1	Charanjit Singh	H.No. 76, Sector 46-A, CHD	98145-46263
2	AmandeepSingh	H.No. 927, Sector 60,S.A.S. Nagar	94175-44585
3	Darshan Singh	H.No 3215/2 Sector 41-D, CHD	95920-18994
XVIII	Book Binder		
XIX	Daftri		
1	Chhota Ram	H.No. 2025/A Sector 24 C CHD.	98556-58950
XX	Peons		

1	Balwinder Singh	H.No. 3404, Sector 22-D, CHD	75080-99679
2	Dilbagh Singh	H.No. 2493, Sector 39-C, CHD	98141-53336
3	Gursewak Singh	C/O Sh. Balbir Singh ,Vill Kansal, Tehsil, Kharar, SAS Nagar	97794-85994
4	Kamal Pati Gautam	H.No. 2439 A, 20 C, CHD	76966-44178
5	Manjit Singh	VPO Kannaur (Khizargarh) Banur	81948-68100
6	Raman Kumar	H.No. 4344, Sctor, 46 D, CHD	93168-88725
7	Rajinder Singh	H.No. 2456, Sector 27-C, CHD	90419-57146
8	Sandeep Kumar Gupta	H.No. 225/A, Pipliwala Town, Mani Majra.	98768-78225
9	Sandeep Singh	H.No.102,VPO Dhanas, U.T CHD	94170-92605
10	Anil Kumar	H.No 472 Mohalla Dad pura Dera Bassi	97802-74430
11	Sodagar Khan	H.No. 57 Village Mataur, S.A.S.Nagar	98786-29306
12	Charanjeet Kaur	HE 130, Phase-1, SAS Nagar	98155-45001
13	Gurjit Ram	H.No. 342, Sector 29-C, CHD	98155-45001
14	Vijay Kumar	H.No. 2066, Sector 19-C, CHD	99142-12066
15	Vishva Jit	H.No. 2680, Sector 27-C, CHD	98764-77703
16	Sukhdev Singh	C/O Sh. Balbir Singh ,Vill Kansal, Teh Kharar, SAS Nagar	99888-32248
17	Ravinder Singh	Mubark Pur, Dera Bassi, S.A.S.Nagar	98556-47331
XXI	Sweeper-cum,Chowkidar		
1	Harparnam	H.No. 3034-A, Sector 39-D, CHD	84275-70319
2	Jagdish Rai	H.No. 3763-64, Moli Complex near Rly.Station	98149-03764
3	Prema, Sweeper	H.No. 3996, Bhaskar Colony, Sector 25, CHD	96465-81436

District Level			
Sr.No	Name & Designation	Address	Telephone No./ Mobile No.
1	2	3	4
	Sarv Sh. /Smt./Miss		
I.	AMRITSAR		
1	Charanjit Singh, R.O	H.No.17-A, Rani ka Bagh, Shiwala Mandir, Amritsar.	97797-79288
2	Sadhna Sharma, SA	H.No. 225, Katra Sufaid, I/S Lohari Gate, Amritsar.	98 157-16816
3	Sandeep Kumar, SA	H.No. 2309, Karmodeory, Amritsar	98720-19464
4	Niamat Singh S A	VPO. Tera Kalan Tehsil Ajnala,ASR	94640-69158
5	Balwinder Singh Inv.	V.P.O Rajdhan, Teh sil Baba Bakala, ASR.	93565-11809
6	Vinod Beri, Inv.	H.No. 327, Gali No.12, New Jawala Nagar, Amritsar.	94648-54764
7	Amarpal Kaur, Inv.	V.P.O: Nangli Kalan,Teh. Baba Bakala, Distt. Amritsar.	98151-37820
8	Arun Kumar, Inv.	H.No. 4520/23, Ranjitpura, Putlighar, Amritsar.	90232-34545
9	Baljit Kaur, Inv.	VPO.Tarsika, Tehsil Baba Bakala, Distt.ASR.	98552-73856
10	Sukhcharnjit Singh, Inv	Vill Tanal , Tehsil Baba Bakala, ASR .	98721-22708
11	Simranjit Kaur, Inv.	H.No. 110A,Jhuzhar Singh Avenue,Ajnala Road ASR.	94172-26722
12	Amandeep Kaur Inv.	VPO Jaspal Tehsil. Baba Bakala,ASR .	99157-21476
13	Parminder Singh, Inv.	VPO.Rasul Pur Kalan,Distt. ASR	98157-20873
14	Kawaljit Kaur Inv.	V.P.O:Kotla Gujran, Tehsil &Distt: Amritsar.	98882-92872
15	Davinder Kaur, Sr. Asstt.	Village Chhichhrawal, Post Office Muse, Distt. Tarn Taran.	99149-16531
16	Narinder Singh, Clerk	H.No. 910, Street no 5, Mohalla Sharifpura, Rani Bazaar, Amritsar	88725-16583
17	Kamalpreet Kaur, Clerk	H.No. 341/2, Jorra Pipal, Amritsar.	94633-23883

18	Asha Rani, Clerk	House No.21,Gali No.2,Judge Nagar, Amritsar.	96461-77237
19	Kulwinder Kaur, Steno	H.No. 32-B, Guru Amardass Avenue, Ajnala Road, Amritsar.	98884-64507
20	Parveen Sharma, Peon	H.No 72, Jagdambay Colony, Gali No. 8, Majitha Road Amritsar	78373-68472
21	Kimrajit Kaur, Peon	H.No.2140, Gali No.2, Girwali Gate, Gujarpura, Amritsar	9356780296
22	Prem Chand,Sweeper-cum Chowkidar	H.No. 1074 ,New Abadi, Karampura ,G.No.7 Fatehgarh Churian Road, Amritsar.	0183-5054908
II	BATHINDA		
1	Iqbal Singh, Dy. ESA	H. No. 19256, Street no 6, Bibiwala Road, Bathinda	99143-74517
2	Shinderpal Singh	Dhobiana Basti , Gali No1/4,Bathinda.	99154-47245
3	Ranjit Singh, Inv.	H.No 14128,Ganesha Nagar,Gali No.6 Bathinda.	98159-70540
4	Sandeep Kumar, Inv.	C./O Dharampal Halwai, Singh Sabha Gurdwarawali Gali, W.No.2, Bucho (Bathinda.)	95693-05844
5	Gurpreet Kaur, Inv.	H.No 78 Street No.2/C/1, Vishal Nagar Phase 1, Bathinda.	94179-40845
6	Charanjit Kaur, Inv.	H.No. 16544, St. No.5/1, Sarabha Nagar, Bhatti Road, Bathinda.	90414-76231
7	Ajay Kumar, Steno	B-5, Civil Hospital , Bathinda.	98145-25721
8	Jeet Ram, Peon	H.No.32182, Street No.12, Partap Nagar, Bathinda	98157-31327
9	Karamjit Singh, Peon	Quarter No.5, Block-C, Civil Line Bathinda.	94633-74905
10	Inderjit Singh, Sweeper-cum-Chowkidar	Dhobiana Basti, Street No ¼, Bathinda.	93169-40890
III	BARNALA		
1	Basant Singh S.A.	P.O. Mohmadpur, Vill. Alipure Khalsa, Tehsil Dhuri, Distt Sangrur.	94635-37446
2	Kuldip Kaur, Jr.Astt.	H. No. B-5/1725, Sandhu Patti, Barnala.	94175-04526
3	Sukhmeet Singh, Inv.	Village Nim wala Maur, P.O. Sukhpura, Tehsil Tapa.	99151-30640

4	Rashpal Singh, Peon	c/o Dr.Rajan Chopra ,H.No B-12/640, Kacha College Road, Barnala	98786-84852
IV.	FARIDKOT		
1	Girish Kumar,Inv.	Street No. 1, Kothi No. 74, Guru Nanak Colony, Faridkot.	84275-00476
2	Kuldip Singh,D.E.O.	Jeet Avenue, Street No.3,Tara Palace,Farid Kot	84270-08081
3	Paramjit Kaur, Senior Asstt.	C/O. Charanjit Singh, Bhan Singh Colony Faridkot.	94648-27009
4	Puran Singh, Clerk	C/O Sh. Bishan Kumar, Dogar Basti, Faridkot.	84270-22522
5	Baljit Singh,Sweeper-cum-Chowkidar	Machaki Mal Singh Road, Faridkot.	98155-32851
6	Sukhjrit Singh, Peon	Prem Nagar, Gali No. 1 Kotkapura	99158-31844
V	FATEHGRH SAHIB		
1	Pritpal Singh, Dy. ESA	Pura Mohalla Bassi Pathana, Fatehgarh Sahib	98722-05129
2	Lal Singh,A.R.O.	C/O Krishan Singh Vill.Saidpura	94649-82899
3	Usha Rani, Sr. Asstt.	C/O Chota Ram, Pura Mohalla Bassi Pathana, Fatehgarh Sahib	98887-03831
4	Subash Chand, D.E.O.	Pura Mohalla, Bassi Pathana.	94178-06852
5	Charanjit Singh, Jr. Astt.	C/O Harinder Singh, Kotla Bajwara.	86997-34370
6	Salam Din Jr. Astt.	Pura Mohalla, Bassi Pathana, FGS.	99140-67735
7	Jagdish Kumar,Clerk	Pura Mohalla, W.No. 5, Bassi Pathana.	98882-45745
8	Harmandeep Kaur, Inv.	C/O Amarjit Singh,Vill. Kotla Bajwara Bassi Pathana. FGS.	98888-80875
9	Mota Singh, Peon	Kathera Mohala, Ward No. 10, Bassi Pathana	98140-35044
10	Har Amrit Singh	H. No. 87,Ward No. 6, Bassi Pathana	70875-09712
VI.	FIROZPUR		
1	Ashok Kumar, R.O.	Street no. 6, A- Green Field Colony, Moga	98147-33796
2	Gurinder Singh, SA	Mohalla Guru ka Khu, Tarntaran	78377-14005
3	Gurpreet Singh, SA	VPO Mugalwala Th. Patti, Tarn Taran	81469-90472

4	Kuldeepak Inv.	VPO Sarhali Distt. Tarn Taran	98147-59220
5	Baljit Singh, Inv.	Vill. Gurditiwala, FZR.	94638-95628
6	Lakhwinder Singh, Inv.	H. No.15,Gali No.1, FZR.	98780-98370
7	Nirmal Singh Inv.	Housing Board Colony, H.NO 141, FZR City.	94637-21038
8	Dalbir Singh, Sr. Asstt.	192, New Kapoor Nagar, Saltanwind Road, Amritsar.	99881-64878
9	Harjinder Pal, Steno	Quarter No. 244, Housing Board Colony, Firozpur	94631-72097
10	Gurnam Kaur, DEO	Jalandhar Colony, FZR City.	84277-79378
11	Baljit Kaur , Clerk	Vir Nagar H.NO 15, Galli No. 1, FZR City.	85282-69602
12	Sanjeev Maini, Clerk	H.NO BS 12/14, Killa wali Gali, FZR City.	81466-00680
13	Gurpreet Singh, Peon	VPO Nagoke, Tehsil Khadoor Sahib, Distt Tarn Taran.	97793-79484
14	Jeevan, Sweeper-cum-Chowkidar	H. No. 95, Housing Board Colony, FZR.	96531-03705
VII.	GURDASPUR		
1	Ashok Kumar, RO	H. No. 7, Four Marla, Model Town, Pathankot	99156-12553
2	Manhohan Singh, Sr. Asstt	Nagar sudhar, colony-1, Gurdaspur.	99146-39600
3	Kulwant Pal Kaur, Steno	Ward no 7, Basant Avenue, Mohalla Islambad, Gurdaspur.	97819-11066
4	Kewal Singh, Jr.Asstt.	V&P.O: Kalwan, Tehsil Batala, Gurdaspur.	9914574387
5	Paramjit Kaur, Jr.Asstt.	Vill. Araia Wali P.O. Dandiala, Gurdaspur.	98729-48534
6	Nishan Singh Clerk	VPO. Riali Khurd, Tehsil Batala,Gurdaspur	98723-46359
7	Gurpreet Singh, Inv.	Vill. Mathola, P.O. Bharth, Tehsil Batala, Gurdaspur.	98154-49650
8	Charanjeet Singh, Inv.	VPO Kahnohwan, Distt. Gurdaspur.	99153-73975
9	Suman Bala, Inv.	VP.O. Barnala, Gurdaspur.	81468-88840
10	Devinder Kaur, Inv.	Seva Shatring Store, Fatehgarh Churriya Road, Majitha, Amritsar.	94656-74072
11	Renu Bala, Inv.	Model Town,Kothe Bheem sain, Deena Nagar.	81465-54048

12	Gurmeet Singh, Inv.	Vill. Lashkari Nangal, P.O. Guru Ka Bhag, Amritsar.	95929-75414
13	Malkit Kaur, Peon	Baba Deep Singh Colony, Jhabal Road Amritsar.	87290-98169
VIII.	HOSHIARPUR		
1	Rakesh Kalia, Dy. ESA	Vill.Sahjowal, P.O Sukhsal, Tehsil Nangal ,Distt.Ropar.	94174-02236
2	Ravinderpal Datta, R.O.	H. No. 426, Street no 4, Vijay Nagar, Hoshiarpur	98761-66091
3	Sarvan Singh D.S.O.	Ward No. 9 Mohalla Dharpura Dasuha	94179-34432
4	Balwant Singh, A.R.O.	Malkit Enclave near Guru Nanak Flour Mill, Pipliwala, Hoshiarpur.	94653-89022
5	Paramjit Singh, SA	H. No. 338, Tagor Nagar, Hoshiarpur	94639-88080
6	Paramjit Singh, S.A.(NSS)	VPO Bombeli, Tehsil Garhshankar, Distt HSP.	98154-34492
7	Jog Raj, S.A.	Vill. Mehna, P.O. Bassi Kalan, Hoshiarpur.	94646-17013
8	Ved Parkash S.A.	Village Bhavnal, PO Hazipur, Tehsil Mukerian, Hoshiarpur	94636-93183
9	Gurdial Singh, Inv.	Vill: Miran Chak, P.O. Akalgarh Dhapai, Amritsar.	99153-73975
10	Sukhjinder Singh, Inv.	VPO Mari Buchian, Teh. Batala Gurdaspur.	98721-86993
11	Dharminder Singh, Inv.	Vill. ChhinaVeeran, PO Udhanwal, Tehsil Batala, Distt. Gurdaspur.	89681-65685
12	Rajinder Kaur,Sr. Astt	VPO Panchhat, Tehsil Phagwara, Kapurthala.	94637-72543
13	Vinay Kumar, Clerk	V.P.O: Gug Lahar, Tehsi.Amb, Disitt Una.	99888-51637
14	Rajni Kumari, Peon	VPO Loharli, Tehsil Amb, Distt Una	96255-03490
IX.	JALANDHAR		
1	Rani, Dy. ESA.	H.No. 7, Gobind Nagar, Basti Gujan, Jalandhar.	98157-60374
2	Sunita Pal, R.O.	H.No. 194, Gali No. 8, Friend Colony opp. D.A.V. College, Jalandhar	76962-21882
3	Deepak Grewal, SA	H.No. 159, Mohalla Karar Khan, Jalandhar.	94176-59617
4	Bimla Devi, Steno	H.No. 135, Tower Inclave, Phase-2, Jalandhar.	94646-37997

5	Lakhwinder Singh, Steno	H.No. 110/19 Guru Nanak Pura, West, Jalandhar.	94630-61213 0181-2458362
6	Mandeep Kaur, Inv.	Vill:Kotli Sagawar, P.O. Pachranga Bhogpur , Jalandhar.	98763-80316
7	Baldev Singh, Inv.	VPO Khana Puadara, Tehsil Phillaur, Jalandhar.	98143-02049
8	Ramandeep Kaur, Inv.	Village Talwandi Saghera, Tehsil Shahkot, Jalandhar	94641-25913 01821-273455
9	Kanta Kumari, Inv.	VPO Nagara, Tehsil Phillaur, Jalandhar	98726-88710
10	Balbir Chand, Inv.	VPO.Bhatta, P.O. Kartarpur, Jalandhar.	98780-71062
11	Rajbaljinder Singh, Inv.	H.No D/2,2273, Gali No.6, Chhota Haripur,ASR.	75084-39734
12	Gurmej Singh, Sr Asstt.	402/14, New Sant Nagar,Trimo Road Gurdaspur	75893-10543
13	Ashni Kumar, Clerk	VPO. Abdula, Tehsil Makerians, HSP.	87280-28924
14	Jagdev Singh, Clerk	VPO. Abuwal, Tehsil Raikot, Ludhiana.	98885-12321
15	Sukhwinder Singh, Driver	VPO Maksudpur, District Kapurthala.	94631-77584
16	Rani, Peon	Mission Compound Civil Line, Hoshiarpur	99889-74725
17	Jagir Kaur, Peon	60 A New Ganesh Nagar, Dhilwan, Jalandhar Cantt	94642-35114
18	Dhira Singh Sweeper- cum-chokidar	VPO Sabhran,Tehsil Patti, Distt Tarn Taran.	90419-92339 0181-2223804
X	KAPURTHALA		
1	Bhupinder Kaur Dy.E.S.A.	H.No. 6, Kalgidhar Avenue, Jalandhar.	86990-27900
2	Jagir Singh, SA	Mohala Pakhiwala, Sultanpur Lodhi.	98037-46621
3	Beant Singh, SA	VPO Kahnuwan, Tehsil & Distt Gurdaspur.	99882-16363
4	Rahul Kumar, SA	H.No. E.F. 1651, Mandi road, Jalandhar.	95305-44702
5	Sarwan Singh, Inv.	VPO Sheron Bagha, Tehsil Baba Bakala ASR	84274-23695
6	Jagpal Singh, Inv.	H.No. 27-A, Jagatjit Park, Kapurthala.	98550-94794
7	Palwinder Singh, Inv.	VPO. Bhularei, Teh. Phagwara, Kapurthala	98882-27790
8	Shashi Kiran, Sr. Astt.	H.No. B-21/79, Mohalla Arafwala, Bhatia Gali, Kapurthala.	94643-40271

9	Gurmail Singh, Jr.Asstt.	V. Fazalpur, P.O. Mian Wind, Tehsil Khadur Sahib, Distt Tarn Taran.	98154-22345
10	Neelam Kumari, Jr Asstt.	H.No. 54, Officer Colony, Tailor Road, Amritsar	94640-01062
11	Tamsa Adia D.E.O	12-B, Officer Colony, Kapurthala	99152-34448
12	Gurmukh Singh, Peon	VPO Wadala Kalan, Tehsil Baba Bakala, Amritsar.	98767-62987
13	Surinder Kumar, Peon	H.No. 9, Mohalla No. 4, Jalandhar Cantt.	90418-51706
XI	LUDHIANA		
1	Surinder Kumar, RO	H.No. 2183, Phase - 2, Dugri, Ludhiana.	94655-93655
2	Parveen Kumari, A.R.O.	H.No. 3268-BXIV, Islam Ganj, Ludhiana.	99888-02856
3	Kashmira Singh, SA	VPO Gurm, Ludhiana.	88721-54157
4	Pushpinder Kumar, SA	VPO Gharuan, Kharar, Ropar	94636-89320
5	Paramjit Kaur, Sr. Asstt.	H.No. 756 B-I, BRS Nagar, Ludhiana.	97803-00974
6	Gurbinder Kaur, Inv.	VPO Phallewal , Ludhiana.	94632-03132
7	Neena Tangri, Inv.	H.No. 52/5, Industrial Colony, Gill Road, Ludhiana.	98157-03759
8	Manjit Kaur, Inv.	St No. 19/2 SBS Nagar, Dugri, Dhandra Road, Ludhiana.	99150-13100
9	Pinki Jagdev, Inv.	50, Sant Enclave, Dugri, Dhandra Road, Ludhiana.	81460-87600
10	Jyoti, Inv.	H.No. 6700, Street No. 2, Hargobind Nagar, Ludhiana.	76962-71070
11	Gurinder Badhan, Inv.	B32, H.No. 1509, Street No. 3, Bharat Colony near Verka Agency, Ludhiana.	98156-45771
12	Harninder Kaur Jr. Asstt.	8-B, Officer Hostel, Fountain Chowk, Ludhiana.	80540-19450
13	Ravinderpal Singh, Clerk	Vill Jassowal, Distt.Ludhiana.	94177-16067
14	Sukhraj Kaur, D.E.O.	H/No.2867-A, CRPF Colony, Dugri, Ldh	99888-51677
15	Santokh Singh, Clerk	VPO. Mandiani, Sub I Mullanpur Dakhan, Distt. Ludhiana.	98728-98297
16	Harjit Kaur, D.E.O	H. No. 3093, Gurdev Nagar, Ludhiana.	99886-94318
17	Narinder Kumar, Peon	VPO Abbuwal, Distt. Ludhiana.	99148-31576
18	Om Parkash, Sweeper-cum-chowkidar	D.C. Complex, Bachat Bhawan, Ludhiana.	96533-28747

XII	MANSA		
1	Harbans Singh, RO	H.No. 480, Ward No.1,Gali No.1 Guru Arjun Dev Nagar, Mansa.	94179-39229
2	Baldev Singh, ARO	VPO. Kahlo, Distt. Mansa.	99153-95615
3	Bahadar Singh, ARO	W.No.1, Gali No.1, Guru Arjun Dev Nagar, Mansa.	98725-80162
4	Varinder Kumar, Inv.	Near M.C. Park, ward no. 17, Mansa.	92560-47874
5	Gurmail Singh Jr. Assit.	VPO,TharajWala Teh. Gidderbaha ,Disitt. Shri Muktsar Sahib	94171-10556
6	Kamaljit Singh, Clerk	VPO Tibba, Tehsil Dhuri, Sangrur	9781429203
7	Nanak Dev, Peon	V.PO. Atla kalan, Distt. Mansa.	97796-77249
8	Iqbal Singh, Peon	VPO. Pulluwala Dod Teh.Budhlada (Mansa)	94633-33985
XIII.	MOGA		
1	Bhupinder Singh, A.R.O.	Ahata Bachan Singh, 134/19, Street No. 6, Moga	89688-00387
2	Ashu Kumar, Inv.	H.No. 904, Street No. 1, Guru Nanak Nagar, B/S Geeta Bhawan, Moga.	98557-27617
3	Arsal Singh, Inv.	W.No. 1, St.No.11, Zeera Road, Amardeep Avenue Moga.	94175-66240
4	Poonam, Clerk	Dashmesh Nagar, Tanki Wali Gali No.6,Moga.	84271-00836
5	Varjinder Kaur, D.E.O.	St.No.4, Shd. Bhagat Singh Colony, Back Side SBS School, Basti Gobindgarh, Moga.	95013-19100
6	Surinder Singh, Steno	H.No.391, Jujhar Nagar, Gali No.1, Moga.	96467-69455
7	Kulwinder Singh, Peon	Govt. Colony Near Lal Kothi. 57 D Quarter, Faridkot	81467-38249
XIV	Shri Muktsar Sahib		
1	Ranjit Singh, Inv.	Village Nizamdin Wala, Block Makhu, Firozpur.	99141-63213
2	Rupinder Singh, Inv.	H.No.80, Housefed Colony, Bathinda.	96537-10319
3	Shivdeep Goyal	Rajindra State,Moga	95012-00817
XV.	S.B.S. Nagar		
1	Naresh Kumar, R.O.	H.No. 106/13, Madhuvan Colony, Raj Nagar, Kapurthala Road , Jalandhar.	98147-16670

2	Joginder Ram A.R.O	VPO Mehliana Teh. Banga, SBS Nagar	98144-78741
3	Jaswant Singh, SA	Near Punjab and Sind Bank, Railway Road Banga SBS Nagar.	98156-02982
4	Surinder Singh, Inv.	Mohalla Khosala, Rahon, S.B.S. Nagar.	82839-57769
5	Kulwinder Kaur, Jr. Asstt	Friend Colony,Saloh Road, SBS Nagar	82889-37245
6	Darshan Singh, Peon	V. Bhanbowal, P/O Garhdiwal, HSP.	98151-72580
7	Himmat Kumar, Peon	V.P.O. Bihala, Teh & Disitt Hoshiarpur	98764-87537
XVI.	PATIALA		
1	Parminder Kaur Dy.E.S.A.	H.No 50 A, Manjit Nagar, Gali No. 5, Patiala	94630-34157
2	Gurdeep Singh, D.S.O.	H.No. 39-B, near Naina Devi Mandir, Kartar Colony, Ablawal Road, Patiala.	99882-25916
3	Surjit Singh, SA	Vill. Bhadak, V.P.O. Teh Rajpura,Disitt Patiala.	92177-88113
4	Hemant Kumar, Inv.	H.No. 149, Anand Nagar Extn. A, Patiala.	98760-33700
5	Ashwani Kumar, Inv.	H.No. 133, Lakhvali Basti, Patran, Patiala.	99889-12008
6	Bikramjit Singh, Inv.	H.No. 602/15, Old Bishan Nagar, Patiala.	98147-29997
7	Jaswinder Kaur, Inv.	V.P.O. Sidhuwal, Patiala.	94650-26006
8	Amardeep Kaur, Inv.	H.No. 602/15, Old Bishan Nagar, Patiala.	99145-31851
9	Kanwaljeet Kaur. Inv.	Army Quarter No.47/5 114 Engg.Patiala	95929-40007
10	Jagdeep Singh Sr. Assit.	H.No.31, RAnjit Nagar Bhadson Road Patiala	98728-39343
11	Balwinder Kaur, Jr. Asstt.	H.No 419/C,Ranjit Nagar,Patiala.	81469-95264
12	Iqbal Singh, D.E.O.	H.No. 146/C, Punjabi Bag, Patiala.	94177-00146
13	Gurwinder Kaur, D.E.O.	H.No. 59/9, Guru Nanak Nagar, Patiala.	99140-23425
14	Jagjit Kaur, Jr. Asstt.	H.No. 26, Rehmat Niwas Anand Nagar A (X), Patiala.	98722-03279
15	Gurkripal Singh, Clerk	H.No. A-52, D.L.F. Colony, Patiala.	98154-89098
16	Gurcharan Singh, Driver	Vill. Badbar, Teh & Disitt Barnala.	98768-10153
17	Pal Singh, Peon	Vill. Phagan Majra, Patiala.	98555-80873
18	Ram Lubhaya , Peon- cum-Chowkidar	H.No. 26, Ranjit Bagh, Patiala.	98760-57810

XVII	RUPNAGAR		
1	Ram Lubhaya, R.O.	V.P.O. Jadla, SBS Nagar	94637-42732
2	Harmesh Kumar D.S.O	V.P.O Kangna Bet Teh. Balachaur SBS Nagar	94642-35957
3	Arvinder Singh, A . R . O	H.No. 81, Golden City Enclave,Sec.4, Kharar	98147-10156
4	Karnail Singh, Inv.	H.No. 7, PWD Colony, Singhpur, Nurpur Bedi,Ropar.	94638-22606
5	Sukhvir Singh, Inv.	Vill. Bassi, PO Chanouli, Teh Anandpur Sahib, Distt. Rupnagar.	94634-48823
6	Navdeep Kaur, Inv.	Vill. Dhanouri, PO Morinda, Tehsil Chamkaur Sahib Distt. Rupnagar.	99146-45738
7	Balbir Chand, Jr.Asstt.	VPO Rattewal, Teh. Balachaur Distt. SBS Nagar.	99150-78564
8	Ajaib Singh, D.E.O.	VPO, Saneta,Teh & Disit SAS Nagar Mohali	98782-56165
9	Iqbaljeet Singh, D.E.O	H.No. 638, Zail Singh Nagar,Rup Nagar	94178-03638
10	Balwinder Singh, Driver	H. No.2,Gali No.1, Barnala Road Mansa..	97818-22419
11	Balwinder Singh, Peon	Vill. Shampura, Rup Nagar	98555-77010
12	Sampuran Singh, Peon	Garden Colony, Rup Nagar	99154-80717
13	Ashok Kumar, Sweeper – cum-chowkidar	Balmiki Mohala, Rup Nagar.	98157-84965
XVIII	SANGRUR		
1	Paramjit Singh, Dy. E.S.A.	Dashmesh Aveneue, Gali No. 5, Sangrur	81465-97700
2	Raj Kumar, SA	Dhuri Gate, Phirni Road, Sangrur.	98154-02697
3	Gurjant Singh, SA	H.No. 239, H.B. Colony, Sangrur.	01676-273056
4	Karnjit Singh, Inv.	H.No. 30-B, Nabha Gate, Sangrur.	98148-26017
5	Sandeep Rani, Inv.	Haripura, Near Bansal Hospital, Sangrur.	97817-45143
6	Manpreet Singh, Inv.	VPO Uppli, Teh & Distt Sangrur.	99140-45262
7	Neta Singh, Sr.Astt.	H. No. 10-B, Nabha Gate, Sangrur.	97797-11055
8	Sukhwinder Singh, Jr.Astt	VPO Namol, Tehsil Sunam, District Sangrur.	95012-50022
9	Tarsem Chand, Peon	H.B. Colony, Quarter No.28, Sangrur.	97795-80082
10	Sandeep Singh Peon	VPO Ghorenb, Tehsil Lehra Distt. Sangrur	81468-58042

11	Bhag Singh, Sweeper – cum-chowkidar	Vill Nikki Algoo, PO Katcha Pakka, Tehsil Patti, Tarn Taran.	98141-23575
XIX	S.A.S NAGAR (MOHALI)		
1	Harmeet Kaur, Inv.	H.No. 1433, Phase 1, SAS Nagar	90416-26114
2	Rajwinder kaur, Inv.	House no. 65, Sector 69, SAS Nagar.	95010-27767
3	Tarsem Singh, Inv	H.No. 1894, Sec 34-D Chandigarh	98152-38213
4	Beant Singh, Inv.	VPO Dhanauri Teh. Chamkaur Sahib, Ropar	87258-09400
5	Harwinder Singh, Jr. Astd.	H.No. 207, Sec-56, Chandigarh.	98880-75755
6	Sukhwinder Singh, D.E.O.	VPO Cholta Khurd, Tehsil Kharar, Distt. S.A.S. Nagar.	98767-22218
7	Jagga Singh, Peon	H.No. 2285, Sec-66, SAS Nagar	98148-45729
XX	TARN TARAN		
1	Lakhwinder Singh, Dy. E.S.A.	C/O Harpal Singh, Near Partap Cinema, Patti, Tarn Taran.	99882-02033
2	Amandeep Singh R.O.	Street Mann Sigh, Amritsar Road, TarnTaran	98142-59740
3	Avtar Singh, Inv.	Ward No.4, Tehsil. Patti, Tarn Taran	94633-42525
4	Rajdavinder Kaur, Inv.	Vill. Pakhopura, Tehsil & Distt.Tarn Taran.	97816-60090
5	Bhupinder Kaur, Inv.	Vill. Kaka Kandiala, Distt. Tarn Taran.	80546-03751
6	Sukhwinder Kaur, Inv.	Chherta, Sun Sahib Road, Amritsar.	99154-32598
7	Rajbir Kaur Inv	VPO Pheloke Teh & Disitt Tarn Taran	99147-99947
8	Paramjit Kaur, Inv.	Vill. Thakarpura, Patti, Distt Tarn Taran.	82888-43424
9	Navdeep Kaur, Inv.	Vill.Kudiwalah, Tehsil Khadur Sahib, TarnTaran.	94634-47150
10	Tejinderpal Singh, Jr. Astd.	H.No. 34/1, Guru Nanak Colony, Tarn Taran Road, Amritsar.	97797-11554
11	Kamal Kaur, Peon	Vill. lahoka, Tehsil Patti, Distt Tarn Taran.	98728-01090
XXI	PATHANKOT		
1	Surjit Singh, ARO	48, Kalaidhar Colony, Batala, Gurdaspur	92568-17880
2	Raj Kumar, SA	VPO Khanpur Chowk, Pathankot	94648-66668
3	Sharnjit Singh, Inv.	Village Shin Bhatti, PO Ghorewah, Gurdaspur	98880-42218
4	Rajesh Sharma, Inv.	C/O Puran Chand Village Bhoom, PO Dharkala, Distt Pathankot.	78371-09376
5	Parveen Kumar, Clerk	B-6 Officer Colony, Pathankot	85589-13139
XXII	FAZILKA		
1	Harpal Singh Inv.	Street No. 2, Friend Colony, Old Fazilka Road, Abohar.	98765-60065

2	Harwinder Singh, Inv.	Village Betu-Qadim PO Khunderuttar, Ferozpur	99146-44379
3	Tarsem Lal Inv.	Ward No.8 New NanakPura Back Side Dev Samaj College Ferozpur.	81466-00688

9.2 Telephone, fax and email ID

The relevant office telephone , Fax numbers and email-ids are given in Manual XVI

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						
Sr. No.	Name	Sanction pay scale of the post	Basic Pay	Grade Pay	Monthly Remuneration	The Procedure to determine the Remuneration as given in the Regulations
	Sarvshri/Smt/Miss					Remuneration are as per pay scale of Govt. of Punjab, and Service Rules of the Department.
I.	Economic Adviser to Govt. Punjab					
	Mohan Lal Sharma	37400-67000	41700	8800	111720	
II	Director					
1	Parminder Singh	15600-39100	37460	8400	92840	
2	Tirath Singh	15600-39100	37460	8400	92840	
III	Joint Director					
1	Harvinder Singh	15600-39100	36090	7800	88900	
2	Kuldeep Kaur	15600-39100	34170	7800	85060	
3	Jagdeep Singh	15600-39100	33280	7800	83280	
IV	Dy. E.S.A.					
1	Rajinder Kaur	15600-39100	27920	6600	79274	
2	Deepinder Kaur	15600-39100	28700	6600	80280	
3	Sukhminder Singh	15600-39100	24290	6600	64900	
V	Research Officer					
1	Chanchal Bala	15600-39100	24230	5400	66306	
2	Gurmeet Singh	15600-39100	27360	5400	66640	
3	Meena Rani	15600-39100	22280	5400	62016	

4	Sarbjit Kaur	15600-39100	22310	5400	62082
5	Labh Singh	15600-39100	22000	5400	55920
VI	Assistant Research Officer				
1	Miury	10300-34800	21450	4600	58230
2	Divya Rattan Pal	10300-34800	18670	4600	52114
3	Gursharn Kaur	10300-34800	16220	4600	46724
4	Neelam Narang	10300-34800	16220	4600	42560
5	Sadhu Ram	10300-34800	18380	4600	47090
6	Punam Joshi	10300-34800	17450	4600	49430
7	Sukhdev	10300-34800	17450	4600	49640
VII	Statistical Assistant				
1	Balwinder Kaur	10300-34800	17990	4400	50178
2	Harbhajan Kaur	10300-34800	16900	4400	47780
3	Sunita Pabhakar	10300-34800	16320	4400	46504
4	Ranjit Singh	10300-34800	17600	4400	49320
5	Santosh Kumari	10300-34800	16900	4400	47780
6	Veena Kumari	10300-34800	17070	4400	43860
7	Karnail Singh	10300-34800	23240	4400	61728
8	Poonam Gupta	10300-34800	16380	4400	46570
9	Sita Ram	10300-34800	12380	4400	35080
10	Surinder Singh	10300-34800	16420	4400	42770
11	Prem Kamar	10300-34800	16910	4400	43540
12	Gurminder Kaur	10300-34800	13550	4400	40410
13	Satwinder Kaur	10300-34800	15710	4400	45162
14	Sukhwinder Singh	10300-34800	16910	4400	47802

VIII	Investigator				
1	Amanjot Kaur	5910-20200	9980	2000+150	27556
2	Amanpreet Kaur	5910-20200	9690	2000+150	26898
3	Harish Kumar	5910-20200	9980	2000+150	27556
4	Jaswinder Kaur	5910-20200	9980	2000+150	28156
5	Kuljit Singh	10300-34800	11560	3200	30390
6	Kulwinder Kaur	5910-20200	9450	2000+150	26370
7	Manjeet Kaur	5910-20200	9980	2000+150	27556
8	Mukta Passi	10300-34800	12080	3200	34486
9	Jasvir Kaur	5910-20200	6930	1900+150	20606
10	Sat Kiran lily Bhullar	10300-34800	12100	3200	34530
11	Nancy	5910-20200	5910	1900	18032
IX	Draftsman				
1	Prem Chand	10300-34800	26440	4600	69208
2	Saroj Kumari	10300-34800	18270	4200	45860
X.	Superintendent (II)				
1	Parkash chand	10300-34800	26670	4800	64560
2	Suresh Kumar Chauhan	10300-34800	21230	4800	58886
XI.	Senior Assistant				
1	Upinder Kaur	10300+34800	15690	4400	45718
2	Sham Lal	10300+34800	21600	4400	58720
3	Sushma Devi	10300+34800	20040	4400	55288
4	Satish Kumar	10300+34800	14640	4400	39600
5	Veena Rani	10300+34800	20100	4400	55420
6	Balwinder Kaur	10300+34800	19330	4400	53936

7	Vijay Lakshmi	10300+34800	16270	4400	46994
8	Rakesh Kumar	10300+34800	16310	4400	47082
9	Gurmeet Singh	10300+34800	14090	4400	42198
XII	Senior Scale Steographer				
1	Mohinder Kaur	10300-34800	21750	4400	53820
2	Anuba Rani	10300-34800	19900	4400	54980
3	Harbans Singh	10300-34800	19510	4400	54122
XIII	Junior Scale Stenographer				
1	Inderjeet Kaur	10300-34800	18410	3600	45390
2	Krishna Devi	10300-34800	19190	3600	51508
3	Chand Kiran	10300-34800	17780	3600	48406
4	Jaswinder Kaur D/O Sham Singh	10300-34800	16290	3600	45128
5	Usha Peepat	10300-34800	16720	3600	46284
XIV	Junior Assistant				
1	Dilbagh Singh	10300+34800	12180	3600	36086
2	Harminder Singh	10300+34800	13850	3600	39970
3	Mandeep Singh	10300+34800	12180	3600	36086
4	Narinder Kaur	10300+34800	12180	3600	36086
5	Parma Nand	10300+34800	12520	3000	32410
6	Randhir Kaur	10300+34800	12180	3600	36086
XV	Clerk				
1	Saroj Bala	10300+34800	11560	3200	33742
2	Gurbinder Singh,	10300+34800	11560	3200	33722
3	Kulbir Singh,	10300+34800	12200	3200	35150
4	Rahul Kalra	10300+34800	11560	3200	30790
5	Sujata Goyal	10300+34800	11560	3200	33722

6	Kulwinder Singh	10300+34800	11560	3200	33722
7	Kawaljeet Kaur	10300+34800	11560	3200	33722
8	Sanjeev Kumar	10300+34800	11230	3200	30130
9	Jagdish Kumar	10300+34800	11220	3200	30110
XVI	Steno-Typist				
1	Jaswinder Kaur D/O Balwant Singh	10300+34800	15680	3200	39080
2	Radha	10300+34800	15680	3200	42806
3	Satnam Singh	10300+34800	15680	3200	42856
4	Shashi Bala	10300+34800	15680	3200	39080
XVII	Driver				
1	Charanjit Singh	5910-20200	15420	3000	39170
2	Amandeep Singh	5910-20200	8740	2400	26818
3	Darshan Singh	5910-20200	15420	3000	42854
XVIII	Book Binder				
XIX	Daftri				
1	Chhota Ram	4900-10680	13640	1900	32310
XX	Peon				
1	Balwinder Singh	4900-10680	9920	1900	24870
2	Dilbagh Singh Head peon	4900-10680	14020	1800	33080
3	Gursewak Singh	4900-10680	7130	1650	20526
4	Kamal Pati Gautam	4900-10680	10530	1900	26090
5	Manjit Singh	4900-10680	6810	1650	19822
6	Raman Kumar	4900-10680	7130	1650	18770
7	Rajinder Singh	4900-10680	12460	1900	30160
8	Sandeep Kumar Gupta	4900-10680	12120	1900	32074

9	Sandeep Singh	4900-10680	10590	1900	28708	
10	Anil Kumar	4900-10680	8720	1650	24044	
11	Sodagar Khan	4900-10680	12820	1900	30670	
12	Charanjeet Kaur	4900-10680	6180	1650	18436	
13	Gurjit Ram	4900-10680	6400	1650	17310	
14	Vijay Kumar	4900-10680	12850	1900	33890	
15	Vishva Jit	4900-10680	11480	1900	27990	
16	Sukhdev Singh	4900-10680	7130	1650	20526	
17	Ravinder Singh	4900-10680	6190	1650	18458	
XXI	Sweeper-cum, Chowkidar					
1	Harparnam	4900-10680	12880	1900	31190	
2	Jagdish Rai	4900-10680	12500	1900	33520	
3	Prema, Sweeper	4910-10680	10840	1900	26710	

District Level					
Sr.No	Name & Designation Sarv Sh. /Smt./Miss	Sanction pay scale of the post	Basic Pay	Grade Pay	Gross Pay
1	2	3	4	5	6
I	AMRITSAR				
1	Charanjit Singh, R.O.	15600-39100	28930	5400	64766
2	Sadhna Sharma, SA	10300-34800	19630	4400	441064
3	Sandeep Kumar, S.A	10300-34800	17950	4400	40410
4	Niamat Singh , S.A	10300-34800	17950	4400	40410
5	Balwinder Singh, Inv.	5910-20200	12130	2000+150	27536
6	Vinod Beri, Inv.	5910-20200	12130	2000+150	27536
7	Amarpal Kaur, Inv.	10300-34800	14760	3200	31746
8	Arun Kumar, Inv.	10300-34800	15180	3200	34246
9	Baljit Kaur, Inv.	5910-20200	11210	1900+150	24852
10	Sukhcharanjit Singh. Inv.	10300-34800	12130	2000+150	26223
11	Simranjeet Kaur Inv.	5910-20200	11210	1950+150	24852
12	Amandeep Kaur Inv.	5910-20200	10350	1900+150	23620
13	Parminder Singh , Inv.	10300-34800	15300	3200	34510
14	Kawaljit Kaur, Inv.	10300-34800	12130	2000+150	26223
15	Narinder Singh , Clerk	10300-34800	14760	3200	33722
16	Kamalpreet Kaur, Clerk	10300-34800	14760	3200	33722
17	Asha Rani, Clerk	10300-34800	14760	3200	33722
18	Dawinder Kaur, StenoTypist	10300-34800	15510	3000	33722
19	Kulwinder Kaur, StenoTypist	10300-34800	17170	3200	39024
20	Parveen Sharma, Peon	4900-10680	10160	1650+150	22546
21	Kimarjit Kaur, Peon	4900-10680	9400	1650+150	20950

22	Prem Chand, Sweeper-cum-Chowkidar	4900-10680	13740	1650+150	30464
II.	BATHINDA				
1	Iqbal Singh, Dy. E.S.A.	15600-39100	28700	6600	80660
3	Shinder pal Singh, Sr. Asstt.	10300-34800	16800	4400	48250
4	Ranjit Singh, Inv.	10300-34800	12100	3200	34410
5	Sandeep Kumar, Inv.	5910-20200	9450	2150	26270
7	Gurpreet Kaur, Inv.	5910-20200	9450	2150	26270
8	Charanjit Kaur, Inv.	10300-34800	11560	3200	33682
8	Ajay Kumar, Steno Typist	10300-34800	15130	3200	37860
10	Jeet Ram, Peon	4900-10680	12850	1900	33770
11	Karamjit Singh, Peon	4900-10680	10880	1900	27480
12	Inderjit Singh, Sweeper-cum-Chowkidar	4900-10680	12080	1900	32476
III.	BARNALA				
1	Basant Singh ,S.A.	10300-34800	16950	4400	46169
2	Kuldip Kaur, Jr. Asstt.	10300-34800	17720	3600	46555
3	Sukhmeet Singh , Inv.	5910-20200	9110	1950+150	24964
4	Rashpal Singh, Peon	4900-10680	7110	1650	19665
IV	FARIDKOT				
1	Puran Singh, Clerk	10300-34800	11560	3200	33548
2	Girish Kumar, Inv.	5910-20200	9450	2000+150	26212
3	Paramjit Kaur, Sr. Asstt.	10300-34800	17000	4400	48583
4	Kuldip Singh, D.E.O	5910-20200	13800	2400+150	36639
5	Sukhjot Singh, Peon	4900-10680	6190	1650	18319
6	Baljit Singh, Peon-cum-Chowkidar	4900-10680	12900	1900	33996

V.	FATEHGARH SAHIB				
1	Pritpal Singh ,Dy. E.S.A	15600-39100	30470	6600	83442
2	Lal Singh, ARO	10300-34800	19400	4600	51200
3	Usha Rani, Sr. Asstt.	10300-34800	16370	4400	45017
4	Subash Chand, D.E.O.	5910-20200	14310	2400+150	36156
5	Salam Din, Jr. Asstt.	10300-34800	12180	3600	34988
6	Charanjit Singh, Jr. Asstt.	10300-34800	12180	3600	34388
7	Jagdish Kumar,Clerk	10300-34800	13510	3200	37411
8	Harmandeep Kaur, Inv.	5910-20200	9980	2000+150	26223
9	Mota Singh Peon	4900-10680	6830	1300	18183
10	Har Amrit Singh Peon	4900-10680	6320	1300	17112
VI.	FIROZPUR				
1	Ashok Kumar, RO	10300-34800	28520	5400	65027
2	Dalbir Singh, Sr. Asstt.	10300-34800	24850	4400	57189
3	Gurnam Kaur, D.E.O.	5910-20200	16860	2400	38601
4	Harjinder Pal, Steno Typist	10300-34800	15210	3200	32635
5	Gurpreet Singh, Inv.	5910-20200	12130	2000	27982
6	Gurinder Singh , S.A.	10300-34800	17950	4400	41099
7	Baljit Singh, Inv.	5910-20200	11600	2000	25922
8	Lakhwinder Singh, Inv.	5910-20200	11600	2000	26792
9	Nirmal Singh, Inv.	5910-20200	12130	2000	25859
10	Kuldipak , Inv.	5910-20200	12130	2000	27982
11	Baljit Kaur, Clerk	10300-34800	14760	3200	34286
12	Sanjeev Maini, Clerk	10300-34800	14760	3200	34286
13	Gurpreet Singh, Peon	4900-10680	7610	1650	16863

14	Jiwan, Sweeper-cum-Chow1650+150kidar	4900-10680	14020	1650	32940
VII	GURDASPUR				
1	Ashok Kumar, R.O.	15600-39100	24240	5400	65467
2	Nishan Singh Clerk	10300-34800	10300	3200	30165
3	Manmohan Singh, Sr. Asstt.	10300-34800	18000	4400	50120
4	Kulwantpal Kaur, Steno Typist	10300-34800	14070	3200	38713
5	Paramjit Kaur, Jr.Asstt.	10300-34800	13640	3600	38747
6	Kewal Singh, Jr. Asstt.	10300-34800	11720	3600	34571
7	Davinder Kaur,Inv.	5910-20200	9630	1950	25676
8	Gurmeet Singh, Inv.	5910-20200	9630	1950	25970
9	Renu Bala.Inv.	5910-20200	9630	1950	25970
10	Gurpreet Singh, Inv.	5910-20200	8140	1950	22254
11	Suman Bala, Inv.	5910-20200	9280	1950	23510
12	Charanjit Singh,Inv.	5910-20200	7840	1900	22112
13	Malkit Kaur, Peon	4900-10640	6620	1650	18848
VIII	HOSHIARPUR				
1.	Rakesh Kalia, Dy.E.S.A	15600-39100	28860	6600	80835
2	Ravinder Pal Dutta, R.O.	15600-39100	21530	5400	60111
3	Sarvan Singh D.S.O.	10300-34800	22400	5000	61363
4	Parmjeet Singh, SA	10300-34800	16350	4400	46347
5	Rajinder Kaur, Sr. Asstt.	10300-34800	15110	4400	44825
6	Paramjit Singh, S.A. (NSS)	10300-34800	16810	4400	47956
7	Balwant Singh, A.R.O.	10300-34800	16870	4600	48527
8	Dharminder Singh, Inv.	5910-20200	9450	2150	26618
9	Jog Raj, S.A.	10300-34800	13550	4400	40201
10	Ved Parkash S.A.	10300-34800	16320	4400	46490

11	Sukhjinder Singh,Inv.	5910-20200	9450	2150	26212
12	Gurdial Singh, Inv.	5910-20200	9960	2150	27375
13	Viney Kumar, Clerk	10300-34800	11560	3200	33548
14	Rajani Kumari, Peon	4910-10680	4900	1650	15488
IX.	JALANDHAR				
1	Rani Dy. ESA	15600-39100	28020	6600	79284
2	Sunita Pal, R.O.	15600-39100	22190	5400	61818
3	Deepak Grewal, SA	10300-34800	13550	4400	40410
4	Gurmej Singh, Sr. Asstt.	10300-34800	14640	4400	43408
5	Mandeep Kaur, Inv.	5910-20200	9110	2100	24041
6	Baldev Singh, Inv.	5910-20200	9110	2100	25512
7	Ramandeep Kaur, Inv.	5910-20200	9650	1950	25110
8	Kanta Kumari, Inv.	5910-20200	9630	2100	26087
9	Balbir Chand ,Inv.	5910-20200	8780	1950	24891
10	Rajbaljinder Singh , Inv.	5910-20200	7810	1900	Absent
11	Ashni Kumar, Clerk	10300-34800	11560	3200	33742
12	Jagdev Singh , Clerk	10300-34800	10300	3200	30970
13	Bimla Devi, Steno Typist	10300-34800	16140	3200	43868
14	Lakhwinder Singh, Steno Typist	10300-34800	14070	3200	39264
15	Sukhwinder Singh, Driver	5910-20200	15950	3000	44020
16	Rani, Peon	4900-10680	9010	1650	24682
17	Jagir Kaur, Peon	4900-10680	10830	1900	29236
18	Dhira Singh, Sweeper-cum-chokidar	4900-10680	6870	1650	20204
X.	KAPURTHALA				
1	Bhupinder Kaur, Dy. E.S.A.	15600-39100	32970	7400	91612
2	Sarvan Singh, Inv.	5910-20210	8350	2050	23318

3	Gurmail Singh, Jr.Astt	10300-34800	13710	3600	39246
4	Shashi Kiran, Steno Typist	10300-34800	14650	4400	43215
5	Neelam Kumari, Jr.Astt	10300-34800	12180	3600	33165
6	Jagir Singh, SA	10300-34800	15270	4400	43976
7	Beant Singh, SA.	10300-34800	16850	4400	47444
8	Jagpal Singh, Inv.	10300-34800	11560	3200	33148
9	Palwinder Singh, Inv.	5910-20200	9450	2100	26212
10	Rahul Kumar, SA	10300-34800	13550	4400	40201
11	Tamsa Adeya, D.E.O.	5910-20200	13810	2550	34615
12	Gurmukh Singh, Peon	4900-10680	7110	1650	20338
13	Surinder Kumar, Peon	4900-10680	12830	1900	33442
XI	LUDHIANA				
1	Surinder Kaur, RO	15600-39100	21200	5400	59700
2	Parveen Kumari, A.R.O.	10300-34800	20650	4600	56530
3	Kashmira Singh, S.A.	10300-34800	19460	4400	53912
4	Pushpinder Kumar, SA	10300-34800	14570	4400	42714
5	Paramjit Kaur, Sr.Asstt.	10300-34800	20260	4400	55832
6	Gurbinder Kaur, Inv.	5910-20200	9630	1950	25383
7	Neena Tangri, Inv.	10300-34800	11560	3200	33402
8	Manjit Kaur, Inv.	5910-20200	9596	1950	26661
9	Pinki Jagdev, Inv.	5910-20200	9640	1950	26758
10	Jyoti, Inv.	5910-20200	9110	1950	25592
11	Gurinder Badhan, Inv.	5910-20200	6400	1900	19119
12	Harninder Kaur ,Clerk	10300-34800	12180	3600	32990
14	Ravinder Singh ,Clerk	10300-34800	11560	3200	33802
15	Santokh Singh, Clerk	10300-34800	11560	3200	33802

16	Harjit Kaur, D.E.O	5910-20200	13810	2400	36922
17	Sukhraj Kaur, D.E.O.	5910-20200	13810	2400	34250
18	Narinder Kumar, Peon	4900-10680	2850	1650	9080
19	Om Parkash, Sweeper-cum-chowkidar	5910-20200	12040	1900	32328
XII	MANSA				
1	Harbans Singh, R.O.	15600-39100	30510	5400	79823
2	Baldev Singh,A.R.O	10300-34800	18820	4600	52207
3	Bahadar Singh, ARO	10300-34800	20380	4600	55872
4	Varinder Kumar,Inv.	5910-20200	10040	2150	27507
5	Gurmail Singh	10300-34800	12180	3600	35888
6	Kamaljit Singh, Clerk	10300-34800	11560	3200	33548
7	Iqbal Singh, Peon	4900-10680	9760	1650	26865
8	Nanak Dev, Peon	4900-10680	6190	1650	18259
XIII	MOGA				
1	Bhupinder Singh, A.R.O.	10300-34800	26490	4600	59155
2	Surinder Singh, Steno	10300-34800	15210	3200	34536
3	Ashu Kumar, Inv.	10300-34800	14760	3200	33148
4	Arsal Singh, Inv.	10300-34800	14760	3200	33358
5	Punam, Clerk	10300-34800	14760	3200	34148
6	Varjinder Kaur, D.E.O.	5910-20200	16840	2400	37714
7	Kulwinder Singh,Peon	4900-10680	15120	1650	32408
XIV	Shri Muktsar Sahib				
1	Rupinder Singh	10300-34800	14770	3200	33170
2	Ranjit Singh, Inv.	5910-20200	10880	1950+150	24632
3	Shivdeep Singh Inv.	5910-20200	11600	2150	26212
XV.	S.B.S. NAGAR				

1	Naresh Kumar, R.O.	15600-39100	26650	5400	58831
2	Joginder Ram, A.R.O	10300-34800	24670	4600	54334
3	Surinder Singh, Inv.	10300-34800	17190	3200	39083
4	Jaswant Singh, SA	10300-34800	20720	4400	45762
5	Kulwinder Kaur, Jr. Asstt	10300-34800	16570	3600	37207
6	Darshan Singh, Peon	5910-20200	13940	1900	31110
7	Himmat Kumar, Peon	4910-10680	10690	1650	24307
XVI	PATIALA				
1	Parminder Kaur, Dy. E.S.A.	15600-39100	28510	6600	82700
2	Gurdeep Singh, D.S.O.	10300-34800	22030	5000	62568
3	Balwinder Kaur, Jr.Astt.	10300-34800	11870	3600	36367
4	Jagjit Kaur, Jr.Astt.	10300-34800	12180	3600	37071
5	Iqbal Singh, D.E.O.	5910-20200	14310	2400+150	39022
6	Gurwinder Kaur, D.E.O.	5910-20200	13430	2400+150	37025
7	Gurkirpal Singh ,Clerk	10300-34800	11560	3200	34855
8	Hemant Kumar, Inv.	5910-20200	8460	1950+150	24721
9	Ashwani Kumar, Inv.	5910-20200	9450	2000+150	27082
10	Bikramjit Singh, Inv.	5910-20200	9110	1950+150	25356
11	Kanwaljit Kaur, Inv.	10300-34800	9980	2050+150	27357
12	Jagdeep Singh, Sr.Asstt.	10300-34800	20450	4400	57810
13	Surjit Singh, SA.	10300-34800	16220	4400	47607
14	Jaswinder Kaur, Inv.	10300-34800	11560	3200	34255
15	Amardeep Kaur, Inv.	10300-34800	11560	3200	34855
16	Gurcharan Singh, Driver	5910-20200	11470	2800	34813
17	Pal Singh, Peon	4900-20200	12900	1900	28085
18	Ram Lubhaia, Peon cum chokidar	4900-10680	6370	1650	18786

XVII	RUPNAGAR				
1	Ram Lubhaya, R.O	15600-39100	27530	5400	72458
2	Harmesh Kumar, D.S.O	10300-34800	20710	5000	56791
3	Arvinder Singh, A.R.O	10300-34800	18900	4400	51795
4	Karnail Singh, Inv.	5910-20200	9950	1900	25797
5	Sukhvir Singh, Inv.	5910-20200	6910	1900	20193
6	Navdeep Kaur, Inv.	5910-20200	6650	1900	19629
7	Balvir Chand, Jr. Asstt.	10300-34800	16140	3600	44080
8	Ajaib Singh, D.E.O.	5910-20200	14310	2400	37336
9	Iqbaljeet Singh, D.E.O	5910-20200	14310	2400	37336
10	Balwinder Singh, Driver	5910-20200	11820	3000	33935
11	Balwinder Singh, Peon	4900-10680	12880	1900	33183
12	Sampuran Singh, Peon	4900-10680	13350	1900	34203
13	Ashok Kumar, Sweeper-cum-Chokidar	4900-10680	7380	1650	20202
XVIII	SANGRUR				
1	Paramjit Singh, Dy. ESA	15600-39100	29760	6600	82810
2	Neta Singh, Sr. Asstt.	10300-34800	17220	4600	46153
3	Sukhwinder Singh, Jr. Asstt.	10300-34800	12180	3600	36488
4	Raj Kumar, SA	10300-34800	16320	4400	46280
5	Gurjant Singh, SA	10300-34800	13550	4400	37957
6	Karnjit Singh, Inv.	5910-20200	10300	1900	26004
7	Sandeep Rani, Inv.	5910-20200	7680	1900	21539
8	Manpreet Singh Inv.	5910-20200	7680	1900	21539
9	Tarsem Chand, Peon	4900-10680	8140	1650	21375
10	Bhag Singh, Sweeper-cum-Chokidar	4900-10680	7120	1650	20760
11	Sandeep Singh, Peon	4900-10680	5310	1650	16387

XIX.	S.A.S. NAGAR				
1	Harmeet Kaur, Inv.	10300-34800	11560	3200	34375
2	Tarsem Singh, Inv.	5910-20200	9980	2000+150	27800
3	Beant Singh, Inv.	5910-20200	6660	1900+150	19651
4	Rajwinder Kaur, Inv.	5910-20200	9970	2000+150	28382
5	Jagga Singh, Peon	5910-20200	12500	1900	34128
6	Harwinder Singh, Jr. Asstt.	10300-34800	12180	3600	37791
7	Sukhwinder Singh, D.E.O.	5910-20200	14290	2400+150	39097
XX.	TARN TARAN				
1	Lakhwinder Singh Dy. E.S.A.	15600-39100	30470	6600	84369
2	Amandeep Singh, RO	15600-39100	21280	5400	60163
3	Avtar Singh, Inv.	5910-20200	9980	2000+150	28407
4	Rajdawinder Kaur, Inv.	10300-34800	11560	3200	33665
5	Bhupinder Kaur, Inv.	10300-34800	11560	3200	33665
6	Sukhwinder Kaur, Inv.	5910-20200	9980	2000+150	28407
7	Rajbir Kaur, Inv.	5910-20200	9980	2000+150	27800
8	Paramjit Kaur, Inv.	5910-20200	9990	2000+150	27701
9	Navdeep Kaur Inv.	5910-20200	8360	1950+150	23710
10	Tejinderpal Singh, Clerk	10300-34800	12180	3600	35888
11	Kamal Kaur, Peon	4900-10680	7120	1650	20360
XXI	PATHANKOT				
1.	Surjit Singh, ARO	10300-34800	24200	4600	52225
2.	Raj Kumar, S.A.	10300-34800	20750	4400	44894
3.	Rajesh Sharma, Inv.	10300-34800	15120	3200	34204
4.	Sharanjit Singh, Inv.	10300-34800	11450	1950+150	24500

5.	Parveen Kumar, Clerk	10300-34800	14330	3200	30670
XXII	FAZILKA				
1	Harpal Singh, Inv.	10300-34800	11560	3200	33148
2	Tarsem Lal, Inv.	5910-20200	9450	1950	26792
3	Lakhwinder Singh, Inv.	5910-20200	9450	1950	26792

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 (2014-15)	Expenditure incurred upto 31.3.15	Agency	Remarks
	Major Head:3454-Census Survey & Statistics				
1.	201-01-National Sample Survey Non Plan	1,20,18,000	1,20,63,000	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	15,74,38,000	14,21,56,000	District level & Head Quarter	-
3.	204-02.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	2,59,91,000	2,27,16,000	District level & Head Quarter	-
4.	100% Centrally Sponsored Scheme. C.S.I Conduct of 6 th Economic Census Survey of Punjab.	2,46,35,000	1,48,28,000	Head Quarter	-
5.	CSST-5-D Strengthening of District Planning Committies at District Level	80,00,000	88,84,000	District level	-
6.	CSST-3 Monitoring cell for MPLAD Scheme in Punjab	Nil	Nil	Head Quarter	-
7.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	21,00,000	14,12,000	Head Quarter	-
8.	CSST-5 Strengthening of DPC Cell at Stat Head quarter	Nil	Nil	Head Quarter	-
9.	ISSP-CSS Scheme	Nil	Nil	Head Quarter	-

10.	Basic Statistics for Local Level Development	6,09,000	4,72,000	Head Quarter	-
11	Urban Statistics for Local Level Development	30,00,000	2,42,000	Head Quarter	-
12	Geospatial Information system	8,00,000	7,60,000	Head Quarter	-
13	Conduct of Family Budget Survey	2,00,000	Nil	Head Quarter	-
14	13 th Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	14,65,18,000	8,70,13,000	District level & Head Quarter	-
15	204-CSO-800-Other expenditure, 01:-Purchase of Computer	1,50,000	90,000	District level & Head Quarter	-
	Total	38,14,59,000	29,06,36,000	-	-

12th Manual: Manner of execution of subsidy programmes

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

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

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

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

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

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form:

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

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

S No.	Title	Latest Year
1	Statistical Abstract of Punjab	2014
2	Economic Survey	2014-15
3	ESO-Quarterly Newsletter	Dec.-Jan.2014
4	Punjab- at- a- Glance(District Wise)	2013
5	Village Directory	2012-13
6	Block-at- a- Glance	2012-13
7	Census of Govt.and Semi-Govt.Employees of Punjab	2014
8	State Finance A comparison	2012-13
9	Municipal Statistics of Punjab	2012-13
10	Critical Economic Indicators Punjab v/s India	2011-12
11	Disaggregated Estimates of Gross State Domestic Product Hand Book Punjab	2011-12
12	Economic and Purpose Classification of the budget of Punjab Govt.	2013-14
13	Economic and Functional Classification of Municipal budget in Punjab	2012-13
14	Energy Statistics of Punjab	2011-12

14.3 Location where available:

www.esopb.gov.in

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

15.1 Name & location of the facility:

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

15.3 Working hours of the facility:

15.4 Details of information made available:

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

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

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

At Head Office

sr. No.	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1.	Sh. Mohan Lal Sharma	Economic Adviser to Govt. Punjab	Appellate Authority	Economic Adviser to Govt. Punjab, SCO 35-36, Sector 17-E, Chandigarh.	0172-2704540	0172-2543233	despunjabchd@gmail.com
2.	Sh. Parminder Singh	Director (Admin)	Public Information Officer	Economic Adviser to Govt. Punjab, SCO 35-36, Sector 17-E, Chandigarh	0172-2704944	0172-2543233	Compilationeso@gmail.com
3.	Smt. Meena Rani	Research Officer	Assistant Public Information Officer	Economic Adviser to Govt. Punjab, SCO 35-36, Sector 17-E, Chandigarh.	0172-2704540	0172-2543233	Compilationeso@gmail.com

At District Level

Sr. No.	Name of the District	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	2	3	4	5	6	7	8	9
1	Amritsar	Sh. Charanjit Singh,	Research Officer	Public Information Officer	Zila Parishad Complex , Amritsar	0183-2565999	0183-2565999	dyesa_asr@rediffmail.com
		Sh. Sadhana Sharma	Statistical Assistant	Asstt. Public Information Officer	Zila Parishad Complex , Amritsar	0183-2565999	0183-2565999	dyesa_asr@rediffmail.com
2	Bathinda	Sh. Iqbal Singh	Deputy Economic & Statistical Adviser	Public Information Officer	Room no 162, Dy, E.S.A., Ground Floor, Mini - Secretariat, Bathinda	0164 – 2217050	0164– 2217050	dyesabtd@yahoo.com
		Sh. Ranjit Singh	Investigator	Asstt. Public Information Officer	Room no 155, Dy, E.S.A. Ground Floor, Mini Secretariat, Bathinda	0164 – 2217050	0164– 2217050	dyesabtd@yahoo.com
3	Barnala	Sh. Parmjit Singh	Dy, Economic & Statistical Adviser	Public Information Officer	Dy.E.S.A Office, D.C .Complex Handiaya Road Barnala	01679-243232	01679-243232	dyesabnl@gmail.com
		Sh. Basant Singh	Statistical Assistant	Asstt. Public Information Officer	Dy.E.S.A Office, D.C .Complex Handiaya Road Barnala	01679-243232	01679-243232	dyesabnl@gmail.com

4	Faridkot	Sh. Harbans Singh	Research Officer	Public Information Officer	Dy E.S.A., Zila Parishad Complex, Ara Road, Faridkot	01639-250069	01639-250069	dyesafdk@yahoo.co.in
		Sh Girish Kumar	Investigator	Asstt. Public Information Officer	Dy E.S.A., Zila Parishad Complex, Ara Road, Faridkot	01639-250069	01639-250069	dyesafdk@yahoo.co.in
5	Fatehgarh Sahib	Sh Harmesh Kumar	District Statistical Officer	Publi Information Officer	O/O Dy.ESA, Distt. Admn Complex 4 th Floor,Room 427 to 428, FGS	01763-232363	01763-232363	desa_fgs@yahoo.com
		Sh. Lal Singh	Assistant Research Officer	Asstt. Public Information Officer	O/O Dy.ESA, Complex 4 th Floor,Room 427 to 428, FGS	01763-232363	01763-232363	desa_fgs@yahoo.com
6	Firozpur	Sh. Ashok Kumar	Research Officer	Public Information Officer	Room No. 213-14, II nd Floor , C-Block Distt. Admn Complex, Firozpur	01632-246753	01632-246753	dyesa.ferozepur@yahoo.com
		Sh Gurinder Singh	Statistical Assistant	Asstt. Public Information Officer	Room No. 213-14, II nd Floor , C-Block Distt. Admn Complex, Firozpur	01632-246753	01632-246753	dyesa.ferozepur@yahoo.com
7	Gurdaspur	Sh Ashok Kumar	Research Officer	Public Information Officer	Govt. Building ,Railway Road, Ambedkar Bhawan, Gurdaspur	01874-222722	01874-222722	dyesagsp@yahoo.co.in
		Sh.Gurmeet Singh	Investigator	Asstt. Public Information Officer	Govt. Building ,Railway Road, Ambedkar Bhawan, Gurdaspur	01874-222722	01874-222722	dyesagsp@yahoo.co.in

8	Hoshiarpur	Sh. Rakesh Kalia	Dy, Economic & Statistical Adviser	Public Information Officer	O/O DyESA, Mini Secretariat 5th floor ,Room-501-506 Hoshiarpur	01882-222391	01882-222391	dyesahsp@yahoo.co.in
		Sh. Ravinder Pal Dutta	Research Officer	Asstt. Public Information Officer	O/O DyESA, Mini Secretariat 5th floor ,Room-501-506 Hoshiarpur	01882-222391	01882-222391	dyesahsp@yahoo.co.in
9	Jalandhar	Smt. Rani	Dy, Economic & Statistical Adviser	Public Information Officer	New Tehsil Complex, Jalandhar	0181-2223804	0181-2223804	desa.jal@gmail.com
		Smt. Sunita Bains	Research Officer	Asstt. Public Information Officer	New Tehsil Complex, Jalandhar	0181-2223804	0181-2223804	desa.jal@gmail.com
10	Kapurthala	Smt. Bhupinder Kaur	Dy, Economic & Statistical Adviser	Public Information Officer	Yojna Bhawan, District Court, Kapurthala	01822-232477	01822-232477	dyesa_kpt@yahoo.co.in
		Sh. Jagir Singh	Statistical Assistant	Assistant Public Information Officer	Yojna Bhawan, District Court, Kapurthala	01822-232477	01822-232477	dyesa_kpt@yahoo.co.in
11	Ludhiana	Sh. Surinder Kumar	Research Officer	Public Information Officer	Yojna Bhawan, Mini Secretariat, Ludhiana	0161-2427243	0161-2427243	dyesaludhiana@yahoo.com
		Smt. Parveen Kumari	Assistant Research Officer	Asstt. Public Information Officer	Yojna Bhawan, Mini Secretariat, Ludhiana	0161-2427243	0161-2427243	dyesaludhiana@yahoo.com
12	Mansa	Sh. Harbans Singh	Research Officer	Public Information Officer	Near District Administration Complex, Mansa	01652-228508	01652-228508	dyesa_mansa@yahoo.co.in
		Sh. Bahadur Singh	Assistant Research Officer	Asstt. Public Information Officer	Near District Administration Complex, Mansa	01652-228508	01652-228508	dyesa_mansa@yahoo.co.in

13	Moga	Sh. Gurdeep Singh	District Statistical officer	Public Information Officer	Satluj Block, 3rd Floor, Room No.324. DAC Complex, Moga.	01636-238330	01636-238330	desamoga@hotmail.com
		Sh. Bhupinder Singh	Assistant Research Officer	Asstt. Public Information Officer	Satluj Block, 3rd Floor, Room No.324., DAC Complex, Moga.	01636-238330	01636-238330	desamoga@hotmail.com
14	Shri Muktsar Sahib	Sh. Iqbal Singh	Dy. Economic & Statistical Adviser	Public Information Officer	Dy. ESA. Office Complex, Near Dana Mandi, Mukatsar	01633-241453	01633-241453	dyesa_muktsar@yahoo.co.in
		Sh. Ranjit Singh	Investigator	Asstt. Public Information Officer	Dy. ESA. Office Complex, Near Dana Mandi, Mukatsar	01633-241453	01633-241453	dyesa_muktsar@yahoo.co.in
15	SBS Nagar	Sh. Naresh Kumar	Research Officer	Public Information Officer	District Statistics Office D.C. Office Comlex, SBS Nagar.	01823-223090	01823-223090	dy_esa_nsr@yahoo.co.in
		Sh. Joginder Ram	Assistant Research Officer	Asstt. Public Information Officer	District Statistics Office D.C. Office Complex , SBS Nagar.	01823-223090	01823-223090	dy_esa_nsr@yahoo.co.in
16	Patiala	Smt. Parminder Kaur	Dy. Economic & Statistical Adviser	Public Information Officer	26,Ranjit Bagh , Near State College, Patiala	0175-2200232	0175-2201486	desapatiala@rediffmail.com
		Sh. Gurdeep Singh	District Statistical officer	Asstt. Public Information Officer	26,Ranjit Bagh , Near State College, Patiala	0175-2200232	0175-2201486	desapatiala@rediffmail.com
17	Rupnagar	Sh. Ram Lubaya	Research Officer	Public Information Officer	Yojna Bhawan, Ropar	01881-220528	01881-220528	dyesaropar@yahoo.co.in
		Sh Hermash Kumar	District Statistical officer	Asstt. Public Information Officer	Yojna Bhawan, Ropar	01881-220528	01881-220528	dyesaropar@yahoo.co.in
18	Sangrur	Sh. Paramjit Singh	Dy. Economic & Statistical Adviser	Public Information Officer	Dy. Economic & Statistical Adviser, back side Patwarkhana, Near Bus Stand, Sangrur.	01672-234172	01672-234172	desa_sgr@yahoo.co.in

		Sh Raj Kumar	Statistical Assistant	Asstt. Public Information Officer	Dy. Economic & Statistical Advise, back side Patwarkhana, Near Bus Stand, Sangrur	01672-234172	01672-234172	desa_sgr@yahoo.co.in
19	SAS Nagar	Sh. Sukhminder Singh	Dy. Economic & Statistical Adviser	Public Information Officer	Room NO. 217, II Floor, Phase-1,D.C.Office, S.A.S.Nagar	0172-2266660	0172-5013460	dyesasasnagar@yahoo.com
		Smt. Harmit Kaur	Investigator	Asstt. Public Information Officer	Room NO. 217, II Floor, Phase-1,D.C.Office, S.A.S.Nagar	0172-2266660	0172-5013460	dyesasasnagar@yahoo.com
20	TarnTaran	Sh. Lakhwinder Singh	Dy. Economic & Statistical Adviser	Public Information Officer	Tehsil Chowk, Sarhali Road, Opp Co-operatives Bank, Tarn Taran	01852-222790	01852-222790	desatarntaran@rediffmail.com.
		Dr. Amandeep Singh	Research Officer	Asstt. Public Information Officer	Tehsil Chowk, Sarhali Road, Opp Co-operatives Bank, Tarn Taran	01852-222790	01852-222790	desatarntaran@rediffmail.com.
21	Pathankot	Sh. Ravinderpal Dutta	Research Officer	Public Information Officer	Dy E.S.A , C/O B.D.P.O. Pathankot	0186-2221200	0186-2221200	dyesapathankot@yahoo.com
		Sh. Surjit Singh	Assistant Research Officer	Asstt. Public Information Officer	Dy E.S.A , C/O B.D.P.O. Pathankot	0186-2221200	0186-2221200	dyesapathankot@yahoo.com
22	Fazilka	Sh Harjinder Singh	Investigator	Public Information Officer	B D O Office ,Fazilka	01638-207292	01638-207292	dyesafazilka@yahoo.com
		Sh Harpal Singh	Investigator	Asstt. Public Information Officer	B D O Office ,Fazilka	01638-207292	01638-207292	dyesafazilka@yahoo.com

Designated as:

Head Office

Public Information Officer Director (Admn)

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

At District Office

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

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

17th Manual: Any other useful information

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

17.2 Grievance redressal mechanisms N.A

17.3 Details of applications received under RTI and information provided

FORM -1

MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2014 UNDER SECTION 25 RTI ACT 2005

Name of Parent Department: Economic and Statistical Organisation, Punjab

Name of Public Authority: Secretary, Planning

Period From: 01-01-2014 To 31-12-2014

DD-MM-YYYY DD-MM-YYYY

Number of requests received	Decisions where applications for information rejected	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act	Number of times various provision were invoked while rejecting requests														Total registration fee collected (Rs.)	Total additional fee collected (Rs.)	Total penalty levied & collected (Rs.)
			Relevant Sections of RTI Act 205																
			Section 8(1)										Others Sections						
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
49	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	490	1299	1789

FORM -2

ANNUAL REPORT FOR THE YEAR 2014 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)

Department: Economic and Statistical Organisation, Punjab

Period From: 01-01-2014 To 31-12-2014

SN	Name of Public Authorities with the Department	Public authorities who have filed annual returns (Yes/No)	Number of requests received	Decisions where applications for information rejected	Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act	Number of times various provision were invoked while rejecting requests														Total registration fee collected (Rs.)	Total additional fee collected (Rs.)	Total penalty levied & collected (Rs.)
						Relevant Sections of RTI Act 205																
						Section 8(1)										Others Sections						
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others			
	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	-	49	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	490	1299	1789

Proforma -A

Proforma for maintaining register of details of 1st appeals filed before the 1st Appellate Authorities- Right to information Act-2005

Sr. No.	Designation of Public Authority	Designation of 1st Appellate Authorities	Date of Institution of 1st Appeal	Date of Decision of 1st Appeal	Reasons if the 1st appeal not decided in time	Whether the appeal was accepted	Whether the appeal was rejected
1	Secretary, Planning	Economic Adviser	20.01.2014	03.02.2014	-	yes	-
2	Secretary, Planning	Economic Adviser	06.05.2014	06.06.2014	-	yes	-
3	Secretary, Planning	Economic Adviser	06.05.2014	09.06.2014	-	yes	-
4	Secretary, Planning	Economic Adviser	14.05.2014	12.06.2014	-	yes	-
5	Secretary, Planning	Economic Adviser	15.05.2014	12.06.2014	-	yes	-
6	Secretary, Planning	Economic Adviser	20.06.2014	17.07.2014	-	yes	-
7	Secretary, Planning	Economic Adviser	02.07.2014	04.08.2014	-	yes	-
8	Secretary, Planning	Economic Adviser	24.07.2014	26.08.2014	-	yes	-
9	Secretary, Planning	Economic Adviser	27.09.2014	22.09.2014	-	yes	-
10	Secretary, Planning	Economic Adviser	15.10.2014	31.10.2014	-	yes	-
11	Secretary, Planning	Economic Adviser	22.10.2014	05.08.2014	-	yes	-
12	Secretary, Planning	Economic Adviser	30.10.2014	05.11.2014	-	yes	-
13	Secretary, Planning	Economic Adviser	27.11.08.2013	30.08.2013	-	yes	-

Monthly Abstract

Month Name	Previous Balance	Number of 1st Appeals instituted during the Month	Number of 1st Appeals decided during the Month	Number of 1st Appeals pending	Number of appeals accepted	Number of appeals rejected	Number of appeals pending for more than two months
January ,2014	-	1	1	-	1	-	-
May,2014	-	4	4	-	4	-	-
June, 2014	-	1	1	-	1	-	-
July,2014	-	2	2	-	2	-	-
September, 2014	-	1	1	-	1	-	-
October , 2014	-	3	3	-	3	-	-
November, 2014	-	1	1	-	1	-	-

Performa-B

Department: Economic and Statistical Organisation, Punjab

Period: 01-01-2014 to 31-12-2014

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

S N	Designation of Public Authority	Designation of First Appellate Authority	Previous Balance	Total Number of 1st Appeals Instituted	Number of 1st appeals decided				Number of appeals pending	Number of appeals rejected	Number of appeals accepted	Reasons, if the appeals were not decided within time
					Within 30 days	Within 45 days	More than 45 days	Total				
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Secretary, Planning	Economic Adviser	-	13	10	3	-	13	-	-	13	-

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

17.5 List of schemes/projects/programmes underway NA

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

17.7 Any other Information:

Form 'A'

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

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

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

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

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

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

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

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

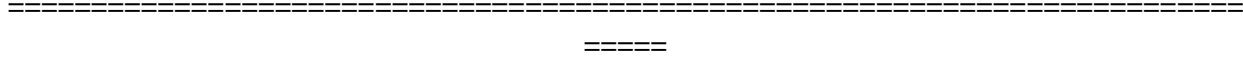
Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____

Web-site: _____

Tel. No : _____



Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====
=====

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

From _____

Dated:

To,

Sir/ Madam,

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

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

i).....

ii).....

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N. o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

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

NA

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

NA