1. **Organization and Function**

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| **S.**  **No.** | **Item** | **Details of disclosure** | | **Particulars** | |
| 1.1 | Particulars of its organization, functions and duties  [Section 4(1)(b)(i)] | (i) | 1. Name of the Organization and its website | Director, Prosecution and Litigation and Addl. Secy. to Govt. of Punjab, Chandigarh  **WEBSITE UNDER PROCESS** | |
| (ii) | 1. Head of the organization | Director, Prosecution and Litigation and Addl. Secy. to Govt. of Punjab, Chandigarh | |
| (iii) | 1. Vision, Mission and Key objectives | In the State of Punjab, the Directorate of Prosecution was established in 1974 on the recommendation of the Law Commission of India by separating the Prosecution Agency from the Police Department. This department provides legal advice to the administrative departments regarding the probable litigation and the pending court cases and apart from this department also represents Govt. departments in the cases pending before the courts under the subordination of High Court, Motor Accident Claim Tribunal and Rent Controller. This department also represents Punjab Govt. in its cases which are pending outside Punjab before the court under the subordination of the High Court. In the criminal cases before submission of challans in the court they are scrutinized by the Law Officers of this department. The Law Officers of this department who are deputed in other departments provide legal advice to the officers of those departments. The Department of Home Affairs and Justice, Punjab is the Administrative Department of Directorate of Prosecution.  Objectives are:  1. Increasing the percentage of conviction rate of criminal cases specially in serious crimes.  2. Regarding early disposal of cases.  3. Decreasing the number of pending cases in the Court.  4. Regarding providing the requisite infrastructure like internet service, e-library, necessary staff to the public prosecutor, appropriate chambers to the public prosecutors and computerization | |
| (iv) | 1. Function and duties | District Attorney and officers above him are nominated under section 24 Cr.P.C. as public prosecutor for representing the state in criminal cases before the Sessions Court. Under this provision Deputy District Attorney and Assistant District Attorney having seven year experience as an advocate are nominated as Addl. Public Prosecutor for the  Court of Addl. Session Judge. Likewise Assistant District Attorney appear in the court of Judicial Magistrate as Assistant Public Prosecutor as per section 25 Cr.P.C.  At the district level District Attorney is the head of his office, who supervises the work and conduct of all Law Officers deputed in that district. It is the duty of Public Prosecutor to apply for the copy of the decisions (Judgments) of the courts immediately on the pronouncement of same by the court and without any delay give his comments regarding fit for appeal/revision or not and after that submit the same before higher officer. In the cognizable and non-bailable cases, if in the opinion of District Attorney, the decision of Judicial Magistrate is fit for appeal then against such decision, the District Attorney prefers appeal before the Sessions Court after obtaining the sanction from District Magistrate. Apart from this in all other cases the District Attorney send his comments direct to the Director Prosecution and Litigation, Punjab. In all the cases expect offences against women and children, grievous hurt/savage offences, offences against Scheduled caste/ Scheduled Tribes, attempt to murder and attempt to culpable homicide, murder/ culpable homicide, if the case is not fit for appeal than the matter is dealt itself at the level of Director Prosecution and Litigation and Addl. Secy. The cases which are found fit for Appeal by this department are send to the Home Department for  Finial decision. In above stated six categories of cases even if the case is not fit for appeal they are sent to Home Department for final decision. In the cases registered by vigilance department, this department sent its recommendation/opinion, whether fit or not fit for appeal to the Vigilance Department for final decision.  In Civil cases also where State is one of the parties in that case also State is represented by the Law Officers of this department. In such cases after the pronouncement of the judgment by the court, the concerned law officers sent his opinion on the judgment through District Attorney to Director Prosecution and Litigation Punjab. At the Head Office, all the proposal/decisions received from District Attorneys are examined by Director Prosecution and Litigation Punjab. If the decision/order is found fit for appeal/revision then necessary action is taken for preferring appeal/revision. | |
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|  |  |  | (v)Organization Chart | **Head Office**  Director Prosecution and Litigation and Addl. Secy.  Addl. Director Prosecution and Litigation and Joint Secy.  Joint Director Prosecution and Litigation  Additional legal Remembrancer and Under Secy.  Assistant District Attorneys  Superintendent Grade-1    Personal Assistant  Senior Assistant  Senior scale stenographer  Cashier  Steno-typist  Clerk  Driver  Restorer  Daftri  Jamadar  Peons  Sweeper  Watchman  **Field Office**  Joint Director Prosecution and Litigation  District Attorneys  Deputy District  Attorneys  Assistant District Attorneys  Senior Assistant  Senior scale  Stenographer  Junior Scale  Stenographer  Steno-typist  Clerk  Peon  Watchman | 1  1  2  1  2  4  1  19  4  1  4  15  2  1  1  1  11  1  1  5  42  185  420  21  12  46  202  72  78  12  =1  =1  =11  =1  =1  =5  =42  =185  =420  =21  =12  =46  =202  =72  =78  =12 |
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | (i) Powers and duties of officers (administrative, financial and judicial) | | As per Punjab Civil Services (General and Common Conditions of Services) Rules, 1994  As per Punjab Civil Services(Punishment and Appeal)Rules 1970  As per Punjab Financial Rules  As per Office Procedure Manual  As per Punjab Prosecution and Litigation(Head Office) Group-A Services Rules, 2001  As per Punjab Prosecution and Litigation(Group-B) Services Rules, 2010  As per Punjab Prosecution and Litigation, Head Office (Group-C) Services Rules, 2001  As per instruction issued by the Government of Punjab from time to time  As per Allocation of Business Rules 2007  As per Transaction of Business Rules  As per Office Procedure Manual  As per General Financial Rule and Manual  Citizen Charter | |
| (ii) Power and duties of other employees | |
| (iii) Rules/ orders under which powers and duty are derived and | |
| (iv) Exercised | |
|  |  | (v) Work allocation | |

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| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making. Identify key decision  making points |  |
| (ii) Final decision making authority |  |
| (iii) Related provisions, acts, rules etc. | As per Punjab Civil Services (General and Common Conditions of Services) Rules, 1994  As per Punjab Civil Services(Punishment and Appeal)Rules 1970  As per Punjab Financial Rules  As per Office Procedure Manual  As per Punjab Prosecution and Litigation(Head Office) Group-A Services Rules, 2001  As per Punjab Prosecution and Litigation(Group-B) Services Rules, 2010  As per Punjab Prosecution and Litigation, Head Office (Group-C) Services Rules, 2001  As per instruction issued by the Government of Punjab from time to time  As per Allocation of Business Rules 2007  As per Transaction of Business Rules  As per Office Procedure Manual  As per General Financial Rule and Manual  Citizen Charter |
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| (iv) Time limit for taking a decisions, if any | As per documents |
| (v) Channel of supervision and accountability | As per requirements and document related to our branch. |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature of functions/ services offered | As per information given in (iii) of 1.1 |
| (ii) Norms/ standards for functions/ service delivery |
| (iii) Process by which these services can be accessed |
| (iv) Time-limit for achieving the targets |
| (v) Process of redress of grievances |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] | (i) Title and nature of the record/ manual/instruction. | As per Punjab Litigation Policy 2011,  As per Punjab Dispute Resolution Policy 2020  As per Law Department Manual  As per Central and Special Laws passed by the Parliament of India  As per Local and Special Laws passed by the Legislative Assembly of Punjab State  As per Rules, Regulation, Manual, the Instructions and Policies framed by Govt. of Punjab from time to time. |
| (ii) List of Rules, regulations, instructions manuals and records. |
| (iii) Acts/ Rules manuals etc. |
| (iv) Transfer policy and transfer orders | Transfer Policy of Punjab Govt., 2018 |
| 1.6 | Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)] | (i) Categories of documents | Personal record of the present and retired official/employees of the department  Official record of the department as per it functions, powers etc. |
| (ii) Custodian of documents/categories |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | **Not Applicable for this office.** |
| (ii) Composition |
| (iii) Dates from which constituted |
| (iv) Term/ Tenure |
| (v) Powers and functions |
| (vi) Whether their meetings are open to the  public? |
| (vii) Whether the minutes of the meetings are open  to the public? |
| (viii) Place where the minutes if open to the public  are available? |
| 1.8 | Directory of officers and employees  [Section 4(1)  (b) (ix)] | (i) Name and designation | List attached |
| (ii) Telephone , fax and email ID |

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| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)  (b) (x)] | (i) List of employees with Gross monthly remuneration | **Not Applicable for this office.** |
| (ii) System of compensation as provided in its regulations |
| 1.10 | Name, designation and other particulars of public information officers  [Section 4(1)  (b) (xvi)] | (i) Name and designation of the  -public information officer (PIO)  -Assistant Public Information (s)  -Appellate Authority | - Sh. Gurdeep singh, Joint Director Prosecution and Litigation, Punjab, (Head office)-cum-PIO  -Smt Gurpreet Kaur, Assistant District Attorney-cum-APIO  Sh.Nirmal Pal Singh  Director Prosecution and Litigation, Addl. Secy. Govt. of Punjab, Chandigarh-  cum-First Appellate Authority |
| (ii) Address, telephone numbers and email ID of each designated official. | Office of Director Prosecution and Litigation, Punjab, Sector 17-C, SCO 194-195, Punjab Chandigarh, Phone number-  0172-2702788  dir.pro.lit@punjab.gov.in |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2)) | No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings | **Not Applicable for this office.** |
| (ii) Finalised for Minor penalty or major penalty proceedings | **Not Applicable for this office.** |
| 1.12 | Programmes to advance understanding of RTI  (Section 26) | (i) Educational programmes | Training regarding RTI is imparted to the Law Officers as one of the topics in some of the training programmes being organized by the training institutes but no training program specifically with RTI orientation only has been organized so far. |
| (ii) Efforts to encourage public authority to participate in these programmers |
| (iii) Training of CPIO/APIO |
| (iv) Update & publish guidelines on RTI by the Public Authorities concerned |