

A FRAMEWORK FOR TRANSPARENCY AUDIT

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

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

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Horticulture, Kheti Bhawan, Phase VI, Sector 56, S.A.S.Nagar(Mohali) www.punjabhorticulture.com
		(ii) Head of the organization	Director of Horticulture, Punjab.
		(iii) Vision, Mission and Key objectives	The main objective of this department is to bring an improvement in quality and productivity of horticulture by implementing the new techniques.
		(iv) Function and duties	Annexure -1
		(v) Organization Chart	Annexure -2
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)	Annexure -3
		(ii) Power and duties of other employees	Annexure -4
		(iii) Rules/ orders under which powers and duty are derived and	Annexure -5
		(iv) Exercised	As per Rules
		(v) Work allocation	As per Allocation of powers Amongest officers

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	The files are initially dealt by senior Assistant/dealing hand and then further the same are processed at various levels in the hierarchy. Similarly in case of technical matters the files are dealt with by the concerned Horticulture Development Officer.
		(ii) Final decision making authority	Director Horticulture, Punjab.
		(iii) Related provisions, acts, rules etc.	Annexure -6
		(iv) Time limit for taking a decisions, if any	N.A
		(v) Channel of supervision and accountability	The work of the subordinate staff is being supervised by the senior officers of the department.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Functions/services related to Development of Horticulture
		(ii) Norms/ standards for functions/ service delivery	Functions/services related to Development of Horticulture
		(iii) Process by which these services can be accessed	As per Department Rules
		(iv) Time-limit for achieving the targets	N.A.
		(v) Process of redress of grievances	As per rules.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Annexure -7
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Policy under consideration
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Annexure -8
		(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.	N.A.
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	

		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure -9
		(ii) Telephone , fax and emailID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	(Annexure -10)
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	(Annexure -11)
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	Annexure -12
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	Nil
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	Nil
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy 	Annexure -13

		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	The number of beneficiaries exceed several thousand in number and their details being voluminous are available in the form of CD's which can be obtained from the PIO of the department.
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Annexure -14
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	N.A
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	N.A
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N.A
		(ii) Detailed project reports (DPRs)	N.A
		(iii) Concession agreements.	N.A
		(iv) Operation and maintenance manuals	N.A
		(v) Other documents generated as part of the implementation of the PPP	N.A
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A
		(vii) Information relating to outputs and outcomes	N.A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A
(ix) All payment made under the PPP project	N.A		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	N.A
		(ii) Outline the Public consultation process	N.A
		(iii) Outline the arrangement for consultation before formulation of policy.	N.A

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	N.A
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat	N.A
		(ii) Printedformat	N.A
3.5	Whether information manual/handbook available free of cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	N.A
		(ii) At a reasonable cost of the medium	N.A

4. E. Governance

S .No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	English
		(ii) Vernacular/ Local Language	Punjabi
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	16-6-2020
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The information regarding proactive disclosures is available in electronic form on the website www.punjab.gov.in in addition to this the information regarding National Horticulture Mission being implemented by the department is also available on the web site www.nhm.nic.in
		(ii) Name/ title of the document/record/ other information	www.punjab.gov.in and other information regarding NHM is available at the website www.nhm.nic.in
		(iii) Location where available	Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, SAS Nagar (Mohali)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, SAS Nagar (Mohali)
		(ii) Details of information made available	The information can be obtained from the Public Information Officer of the Department.
		(iii) Working hours of the facility	9.00 A.M. to 5.00 P.M. on all working days.

		(iv) Contact person & contact details (Phone, faxemail)	(Annexure -15)
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Through the heads of offices in the field and at the level of Head of Department to ensure that each and every complaint regarding grievance is redressed.
		(ii) Details of applications received under RTI and information provided	21 applications received and informed supplied.
		(iii) List of completed schemes/projects/ Programmes	(Annexure -16)
		(iv) List of schemes/ projects/programme underway	(Annexure -17)
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	(Annexure -18)
		(vi) Annual Report	N.A.
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter	
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	21
		(ii) Details of appeals received and orders issued	21
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	N.A.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	First Appellate Authority :from 1-1-15 Gurkanwal Singh from march 2019 Shailender Kaur IFS
		(ii)	Details of third party audit of voluntary disclosure	Third party audit 10 th May 2021
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	
			(a) Date of appointment (b) Name & Designation of the officers	01-01-2015 Gulab Singh Gill Joint Director Horticulture
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
			(a) Dates from which constituted (b) Name & Designation of the officers	Nil
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil
			(a) Dates from which constituted (b) Name & Designation of the Officers	Nil

6. Information Disclosed on own Initiative

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

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

The Files/Documents on which the action has been completed and seems to be no-Necessity to re-open these files, is termed as Record.

2. What is the ABC of record management?

Record Maintained by this Department supports to activities, performed by the department for better decision in Future.

3. How do you maintain records?

Records/Files are being maintained/ staged alphabetically

4. Language in which records are maintained?

English or
Punjabi or
Both

Records of this Department are being maintained in both English and Punjabi Language.

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

Old Record is yet to be destroyed.

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

Yes, proper procedure will be adopted while destroying the record.

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

As per Department rules, approval is being sought from the competent authority.

8. How do you index the record?

Dealing Assistant/Branch wise Record has been stored in Record room

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

Yes/ No

Yes

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

Yes/ No

Yes

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

Five steel almirahs / racks have been placed in record room.

12. How often record room is cleaned?

Record room is Cleaned twice a month

13. What is the retrieval system of records?

Required Records/files are retried by the concerned Assistant.

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

Much time is not required to receive the record.

15. How frequently record is retrieved?

Record is retrieved frequently

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

Storekeeper/Clerk is the incharge of record room

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

Approximately 50 files are those which are old more than 25 years.

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

Files are being segregated for weeding out.

19. Why these files are not weeded out?

The Process for segregated the files is under way. After completing all the process/ proeedure, Files will be destroyed.

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

Dealing Assistant/Branch in charges concerned are responsible for weeding out Records.

Obligations of Public Authorities



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

English Version

27-05-2021

**Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, S.A.S.
Nagar (Mohali)**

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, Department of Horticulture, 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.

iv. Functions and duties

Horticulture sector, which includes, fruits, vegetables, root and tuber crops, mushroom, floriculture etc. has proved to be the diversification for land use. The sector has established its credibility for improving productivity of land generating more employment than agriculture, improving economic condition of the farmers and entrepreneurs, enhancing export and above all providing nutritional security to the people.

The department of Horticulture was a wing in the Department of Agriculture Punjab, It was separated from the Department of Agriculture in the year 1979. At that time an area under fruits was only 20,000 hectare. After the separation, it is working independently by implementing the beneficiaries schemes, the area under horticultural crops increasing day by day. By adopting the diversification in agriculture policy this department is encouraging the farmers to put more area under horticultural crops than crops increasing day by day. By adopting the diversification in agriculture policy this department is encouraging the farmers to put more area under horticultural crops than cereal crops.

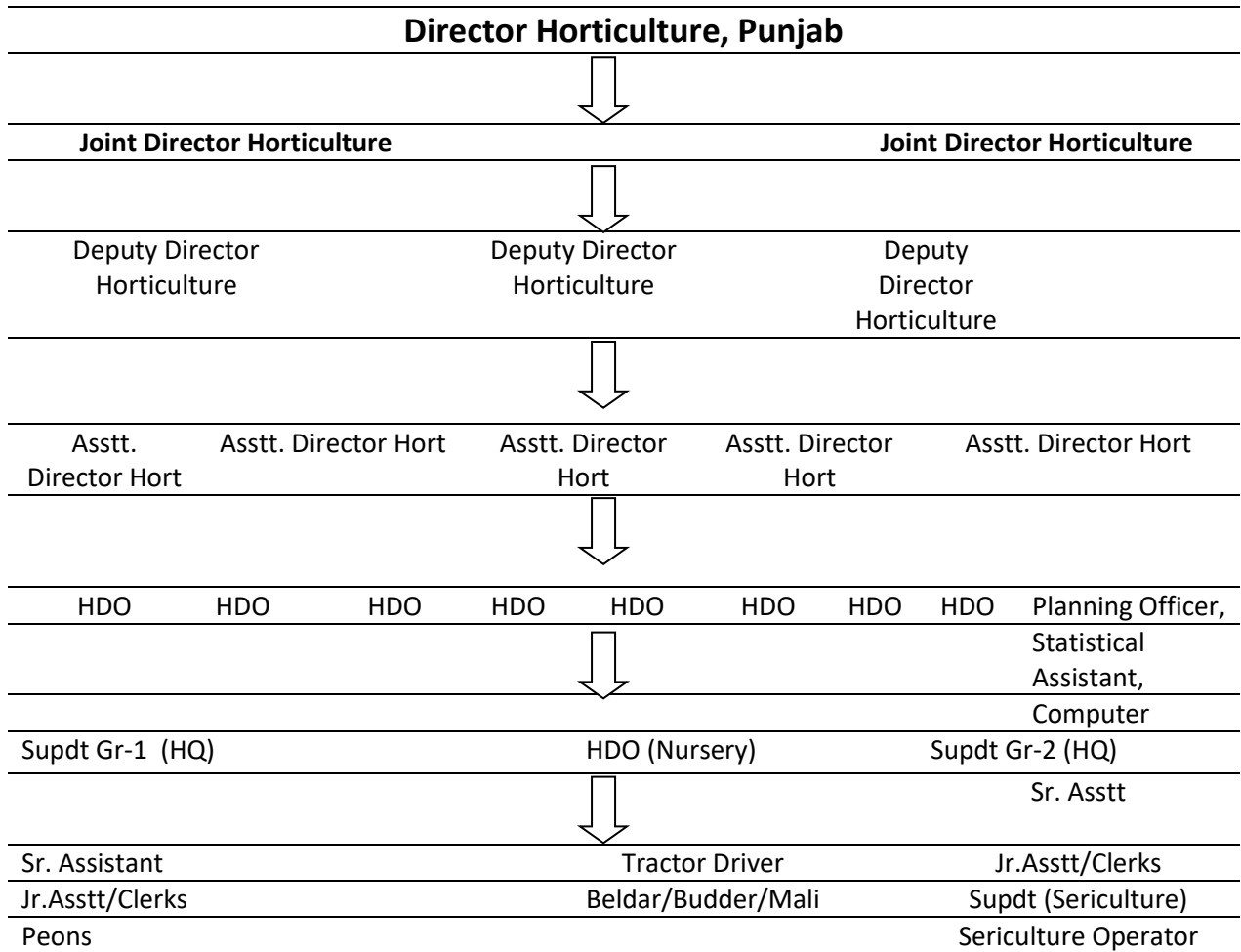
2.3 The duty of the Department is to bring an additional area under the horticultural crops.

2.4 The main objective of this department is to bring an improvement in quality and productivity of horticultural crops by implementing the new techniques.

2.5 The Department is purely extension oriented & Working on “ No Profit no loss” basis for the benefit of fruit , vegetable & flower growers in the State

(Annexure -2)

v. Organization chart:



PA (with Director Horticulture)

Jr.Scale Steno (with Joint Director Hort)

Stenotypist (with Assistant Director Hort)

Drivers (with DH/JDH/DDH/ADH)

1.2 (i) Powers & duties of officers & employees

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

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1	2	3	4
1)	Director	The Department of Horticulture is headed by the Director of Horticulture, Punjab. He is the overall in-charge of the technical as well as administrative functions of the department. Being the Head of Department, his norms of work/duties are of multifarious nature, which include interaction with the State and Central Governments and various other national and international Departments and Organizations as well as Universities of Horticulture. He leads the department in the planning and execution of all the development schemes and programmes for the horticulture development in the State. He is required to undertake field visits/tours and organize and attend, training camps, TV talks etc. to educate the farmers as well as the departmental field workers about the various practical techniques and methods of fruits, vegetables, sericulture and also landscaping and floriculture. Besides above, he also exercises the appointing and punishing as well as other statutory powers vested under the rules and instructions of the Government.	As in Col No.3
2)	Joint Director	The Joint Director of Horticulture, Punjab is the second senior-most officer in the department after the Director of Horticulture, Punjab. His norms of work/duties include providing of technical as well as administrative support to the Director, in the discharge of his official functions. He is also required to exercise financial powers re-delegated to him under the various rules, instruction and orders. He also looks after the development and management of Seed Production programmes at the Government Vegetable and Potato Seed Farms. He is required to attend the various meetings at the State as well as Centre level in connection with the activities of the Department and represents the Department in the absence of the Director. He is also required to undertake field visits/tours and organize and attend training camps, TV talks etc. to educate the farmers as well as the departmental field workers about the various practical techniques and methods of fruits, vegetables, Sericulture and also landscaping and floriculture	As in Col No.3
3)	Deputy/ Assistant Director of Horticulture	The Deputy Director of Horticulture is next to the Joint director of Horticulture, in the hierarchy of organizational set up of the department. They are the supervisory officers at the field level and head the departmental	As in Col No.3

		offices at the district level.	
4)	Horticulture Development Officer	The Horticulture Development Officer is the pivotal extension functionary of the Department at the grass root level in the field, who is responsible for transfer of latest technologies from Lab to Land for implementation of all the Horticulture Development schemes, establishing personal rapport with the farmers by exercising supervisory control over his supporting staff like Horticulture Sub-Inspectors, Tractor Drivers, Head Mali, Jamadar, Beldars and Malis etc. Being technical advisor, he disseminates the latest know-how to the farmers. He also discharges the duties as Nursery/Farm Incharge in the various Nurseries and Farms of the Department and is responsible to supervise and manage the production of quality and disease free plant material and vegetable seeds at the Govt Nurseries/ farms.	As in Col No.3
5)	Horticulture Sub-Inspector	The Horticulture Sub-Inspector is required to assist the Horticulture Development Officer in the supervision of nursery production, vegetable seed production work in the various Nurseries/Farms through the Tractor Drivers, Head Mali, Jamadar, Beldars and Malis etc in these units. He is also required to assist the HDO in extension and advisory service.	As in Col No.3
6)	Head Mali	The Head Mali supervises the work of Malis, Beldars and Budders working under him.	As in Col No.3
7)	Jamadar	The Jamadar is required to supervise the work of Class IV employees like Malis, Beldars and Budders etc working under him.	As in Col No.3
8)	Lab Attendant	The duty of Lab Attendant is to assist the incharge Horticulture Development Officer for imparting training to the aspirants in fruit preservation and community Canning Centres. One Lab Attendant can prepare 4000 bottles of fruit products per year.	As in Col No.3
9)	Technician Grade-II (Mechanic/Assistant Mechanic)	Their norms of work include the mechanical repairs/ maintenance of various horticultural tools and equipment in the Government farms and nurseries.	As in Col No.3
10)	Junior Technician (Head Mistri / Mistri/Engine Driver)	Their norms of work include the repairs/ maintenance of Diesel Engines/pump- sets at various Government Farms and Nurseries of the Department.	As in Col No.3
11)	Junior Technician (Carpenter/Mason)	Their norms of work include the repairs/ Maintenance of various horticulture equipment, pump houses/drainage systems and allied work in the various Government Gardens and Nurseries of the Department.	As in Col No.3

(Annexure -4)

1.2(ii). Powers and duties of other employees:

S.no	Designation	Powers	Duties
1	2	3	4
1)	Superintendent Grade-I (HQ)	The Superintendent Grade-I is a supervisory ministerial post of the department at the Headquarter Office. The Work/duties of this post at the head office includes the supervision of the ministerial work of the staff at the Head quarter. He also provides guidance in the proper presentation of the various important and policy matters, etc; which are put-up to the higher authorities for consideration	As in Col No.3
2)	Superintendent Grade-II(HQ)	The post of Superintendent Grade-II is supervisory ministerial post. There is one incumbent at Head Quarter Office and three in the Sub Offices. The work/duties of this post include the Supervision of the ministerial work of the staff under their control. He also provides guidance in the proper presentation of the various important and policy matters, which are put-up to the higher authorities for consideration. The Supdt Gr-2 in the Subordinate Offices cadre of the Department exercise supervisory duties over the ministerial staff under their control in the subordinate offices.	As in Col No.3
3)	Personal Assistant	To work as personal Assistant to the Head of Department.	As in Col No.3
4)	Planning Officer	To frame the development Schemes and handle the planning Work of the department in respect of various plan and non-plan schemes. He is also required to coordinate planning Work with the Government as well as the various subordinate offices of the Government and submit periodical report and also monitor the progress of physical and financial targets envisaged in various schemes and programmes of the Government	As in Col No.3
5)	Statistical Assistant	The work for the post of Statistical Assistant include the compilation of statistical data collected through the Computer	As in Col No.3
6)	Computer	The work of the post of Computer includes the collection of the various statistical data from the field and presenting them to the Statistical Assistants for compilation and further processing and evaluation.	As in Col No.3
7)	Senior Assistant	The post of Senior Assistant is a ministerial post. He is required to deal with a minimum of 10 receipts, besides attending to other ministerial work.	As in Col No.3
8)	Clerk/Junior Assistant	The posts of Clerk/Junior Assistant are also common category ministerial post in all the departments of the Government. He is required to put up a minimum of 15 receipts per day, besides attending other ministerial work	As in Col No.3
9)	Junior Scale Stenographer	This post is sanctioned for stenography assistance with the post of Joint Director of Horticulture	As in Col No.3
10)	Steno-typist	The post of steno-typist is sanctioned for stenography assistance with various Group A and B Officers of the department for carrying out their administrative functions effectively	As in Col No.3

(Annexure -5)

1.2 (v) Rules/orders under which powers and duties are derived:

- a) Punjab Horticulture Services (Group-A) Rules, 2015
- b) Punjab Agriculture Services (Class-2) Rules, 1974
- c) Punjab Subordinate Agriculture (Class-3) Rules, 1933
- d) Punjab State Class IV Services Rules, 1963
- e) Punjab Fruit Nurseries Act, 1961 and Rules, 2000

1.3: Procedure followed in decision making**(Annexure -6)**

1.3 (3) **Related provisions, acts, rules etc:**

- a) Punjab Horticulture Services (Group-A) Rules, 2015
- b) Punjab Agriculture Services (Class-2) Rules, 1974
- c) Punjab Subordinate Agriculture Service Rules, 1933
- d) Punjab State Class IV Services Rules, 1963
- e) Punjab Fruit Nurseries Act, 1961 and Rules, 2000

(Annexure -7)**1.5 Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions**

1.5 (1) Title and nature of the record / manual / instruction Gist of contents:

S.no	Title	Nature	Gist of Content
1)	Punjab Horticulture Services (Group-A) Rules, 2015	Rules	Service rules in respect of Group-A Service of the Department
2)	Punjab Agriculture Services (Class-2) Rules, 1974	Rules	Service rules in respect of Group-B Service of the Department
3)	Punjab Subordinate Agriculture (Class-3) Rules, 1933	Rules	Service rules in respect of Group-C Service of the Department
	Punjab State Class IV Services Rules, 1963	Rules	Service rules in respect of Group-D Service of the Department
	Punjab Fruit Nurseries Act, 1961 and Rules, 2000	Act and Rules	Provisions regarding private Nurseries in the State

(Annexure -8)

1.6: (1&2) Categories of documents held by the Authority or which are under its control

- 1 Category of document
- 2 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books and Personnel files 2 Loan files	Approach Public Information Officer	Concerned Senior Assistant
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/ Dispatch Registers	-Do-	Concerned Senior Assistant and Dispatcher
1. Cash Book 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Subsidiary Ledgers 5. Balance Sheet 6. Salary Register 7. Provident Fund Register 8. Annual Returns	-Do-	Cashier and concerned Senior Assistant
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	-Do-	Concerned Senior Assistant & Superintendent

1.8 (1&2) Directory of Officers and employees

Sr. No.	Name, Designation and Office	DDO e-mail address	STD Code	Telephone No.
1	Sh. Gulab Singh Gill, Joint Director of Horticulture, Kheti Bhawan, 3 rd Floor, Phase VI, Sector-56, S.A.S. Nagar (Mohali)	dhpunjab@gmail.com	0172	2970621
2	Sh. Karnail Singh , Deputy Director of Horticulture(Additional Charge Kheti Bhawan, Dabwali Road, Bathinda	ddh.bathinda51@yahoo.in	0164	2211160
3	Sh. . Harbhajan singh, Deputy Director of Horticulture(Additional Charge) Government Garden and Nursery, Jalandhar Cantt.	ddhjalandhar@yahoo.co.in	0181	2220693
4	Sh. Harbhajan Singh, Deputy Director of Horticulture, Tarantaran Room No. 322, Distt. Administrative Complex, Srhali Road, Tarantaran	ddhtt_1852@yahoo.co.in	01852	225779
5	Sh. Harbhajan Singh , Deputy Director of Horticulture Near Rest House, Kapurthala	horticulture_KPT@yahoo.in	01822	236212
6	Sh. Karnail Singh, Deputy Director of Horticulture Behind PRTC workshop, Sangrur	ddhsangrur13@yahoo.co.in	0167	2231528
7	Sh. Gurinder Singh Dhanjal, Assistant Director of Horticulture Additional Charge of Deputy Director of Horticulture Partap Singh Kairon, Kheti Bhawan, Block-B, Room No. 13, Ranjit Avenue, Amritsar	ddh_amritsar@yahoo.com	0183	2502476
8	Sh. Malkeet Singh, Assistant Director of Horticulture Jehlam Chenab Complex, Distt. Administrative Complex, Room No. 212-13-14, Block-C, 2 nd Floor, Ferozpur Road, Moga	adhmoga80@gmail.com	1636	236855
9	Sh. Jagdev Singh, Deputy Director of Horticulture Horticulture Complex, Near Verka Milk Plant, Ferozpur Road, Ludhiana	ddh_ludhiana@yahoo.com	0161	2550490
10	Sh. Swaran Singh, Deputy Director of Horticulture, Baradari Garden, Patiala.	dd_horticulture@yahoo.co.in	0175	2308910
11	Sh. Jaspal Singh, Deputy Director of Horticulture, Govt. Garden & Nursery, Faridkot.	ddhforidjit@gmail.com	01639	253883
12	Sh.Tajinder Singh, Deputy Director of Horticulture, Gurdaspur	ddh_gsp12@yahoo.in	01874	220292
13	Sh.Dinesh Kumar, (Additional Charge Deputy Director of Horticulture, Govt. Garden & Nursery, Chauni Kalan, Hoshiarpur)	ddhorticulture_hsp@yahoo.co.in	01882	236675
14	Sh. Dinesh Kumar , Deputy Director of Horticulture, Room No.446-447, 3 rd Floor, District Administrative Complex,	ddhmohali@yahoo.in	0172	2270111

	Sector 76, SAS Nagar.			
15	Sh. Lal Bahadar, Assistant Director of Horticulture, Jail Parishad Complex, Giani Zail Singh Nagar, Rupnagar.	adhropar@gmail.com	01881	221577
16	Sh.Gurjit Singh Bal, Assistant Director of Horticulture, H.No.643, Ward No.6, Raman Cinema Road, Mansa.	adhmansa@gmail.com	01652	278571
17	Sh. Tejinder Singh, Deputy Director of Horticulture, New Dana Mandi, Near Market Committee, Abohar.	ddhabohar@yahoo.com	01634	221250
18	Sh. NavdeepSingh, Assistant Director of Horticulture, Vikas Bhawan, New Dana Mandi, Shri Mukatsar Sahib	muktsaradh@yahoo.com	01633	261361
19	Sh. Narinderbir Singh Mann, Assistant Director of Horticulture, Aam Khas Bagh, Sirhind, Fatehgarh Sahib	fgsdhms@hotmail.com	01763	221720
20	Sh. Malkeet Singh, Deputy Director of Horticulture,(Additional Charge) Moga Road, Malwal, Ferozepur	ddhferozepur@gmail.com		
21	Sh. Kulwant Singh, Deputy Director of Horticulture, Room No.347, 2 nd Floor, District Administrative Complex, Pathankot.	ddhptk@yahoo.com		
22	Sh. Jagdish Singh, Assistant Director of Horticulture, Hardeep Complex, 1 st Floor, Garshankar Road, Shaheed Bhagat Singh Nagar.	adhsbsnagar@gmail.com	01823	225244
23	Sh. Kulwant Singh, Deputy Director of Horticulture (Additional Charge Sericulture Farm, Mukerian, Hoshiarpur).	officersericulture@yahoo.com	01883	244094
24	Sh. Kulwant Singh, Deputy Director of Horticulture (Additional Charge Division Sericulture Officer, Sujanpur, Distt. Gurdaspur)	dsosujanpur@yahoo.co.in dsosujanpur.pkt@gmail.com	0186	2243713

(Annexure -10)

1.9(1&2)**List OF Employees with Gross Monthly remuneration**

Sr. No	Name	Designation	Monthly remuneration (Basic Pay+Grade Pay)	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulations
1	Shailender Kaur	Director	162330	-----	As per service rules and Govt instructions in case of all employees.
2	Gulab Singh Gill	Joint Director	67000+8700+3785=79485	500	
3	Karun Sagar	Depty Director	67000+8600+3695=79384	500	
4	Harmail Singh	Assistant Director	62930+8600+3577=75107	500	
5	Harpreet Singh	Assistant Director	55120+8600+3186=669067	500	
6	Balwinderjit Kaur	H.D.O	46360+8600+2748=57708	500	
7	Ravipal Singh	H.D.O	21010+6600+1381=28991	500	
8	Chaturjeet singh	H.D.O	21840+6600+1422=29862	500	
9	Ranjodh Singh	Sup gader-2	20340+4800+1257=26397	300	
10	Veerpal Kaur	Senior Assistant	19780+4400+1209=25389	300	
11	Anu Bhambri	Senior Assistant	16530+4400+1047=21977	300	
12	Harjit Singh	Senior Assistant	19780+4400+1209=25389	300	
13	Harpreet Kaur	Senior Assistant	19780+4400+1209=25389	300	
14	Iqbal Singh	Senior Assistant	19220+4400+1181=24801	300	
15	Amrinder Singh	Senior Assistant	13550+4400+898=18848	300	
16	Jagtar Singh	Senior Assistant	13550+4400+898=18848	300	
17	Sunil Kumar	senior Assistant	13970+4400+919=19289	250	
18	Sumit Kapoor	Clerk	11130+3200+717=15047	250	
19	Mandeep	Clerk	10300+3200+675=14175	250	
20	Chirag Rani	Clerk	11130+3200+717=15047	250	
21	Devi Lal	Clerk	10300+3200+675=14175	250	
22	Manjit Singh	Clerk	11850+1900+688=14438	250	
23	Rajinder Kumar	Clerk	11130+3200+717=15047	250	
24	Rupinder Kaur	Clerk	11130+3200+717=15047	250	
25	Beant Kaur	Junior Scale Steno-	16150+3600+988=20738	250	
26	Navjeet Kumar	Junior Scale Steno-	16660+3600+1010=21210	250	
27	Meenu Bala	Seri Operator	8190+2400+530=11120	250	

28	Jasvir Singh	car Driver	$9430+2400+592=12422$	250	
29	Sukhdev Singh	Jeep Driver	$17980+3000+1049=22029$	250	
30	Rajinder Singh	car Driver	$11330+2400+687=14417$	250	
31	Dhan Singh	Daftari	$13800+1900+762=16002$	250	
32	Brijesh Kumar	Sub Ispector	$11710+2400+706=14816$	250	
33	Vinod Kumar	Mali	$6690+1650+417=8757$	250	
34	Harvinder	Driver	$9430+2400+592=12422$	250	

(Annexure -11)

1.10 (1&2) 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

S.no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1	Shalinder Kaur	Director Horticulture, Punjab	Kheti Bhawan Phase VI, Sector 56, SAS Nagar (Mohali)	(0172)2970621	9815509406	Not available	dhpunjab@gmail.com
2)	Gulab Singh	Joint Director Horticulture (PIO)	-do-	(0172)2970622	75080-18889	-do-	-do-
3)	Harmail Singh	Assistant Director (APIO)	-do-	-do0	7508018880	-do-	-do-

(Annexure -12)

2.1: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.**2.1 (1,2,3,4 & 5) List of Completed Schemes/Projects/Programmes:**

Sr. No.	Budget Head	Budget Estimates 2019-20	Revised Budget Estimates 2019-20	Expenditure 2019-20
a)	Non Plan Schemes (2401 & 2851)			
1	2401-Crop Husbandry-119-Horticulture and Vegetable Crops 01 Direction (Revenue)	50,64,21	63,00,86	59,17,98
2	2851-Village and Small Industries-107-Sericulture Industries, 01 Development of Sericulture (Revenue)	3,59,52	3,59,22	3,30,23
	Total Non Plan (2401 & 2851)	54,23,73	66,60,08	62,48,21
b)	Major Head-2401;119-Horticulture and Vegetable Crops (Centrally Sponsored & State Sponsored Schemes)			
1	National Horticulture Mission	429500	35,50,00	158918
2	Post Graduate Institute of Horticulture Education and Research	1,00	1,00	0
3	Financial Assistance for Mushroom Cultivation in the State	34,00	84,00	19,96
4	Potato Seed Village Scheme	2,00,00	1,20,00	0
5	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	19,67,18	7,00,00	0
	Total	64,97,18	44,55,00	16,09,14
c)	Major Head-2401; 789-Special Component Plan for Scheduled Castes (Centrally Sponsored & State Sponsored Schemes)			
1	National Horticulture Mission	17,54,00	14,50,00	2,22,50
2	Financial Assistance for Mushroom Cultivation in the State	16,00	16,00	3,20
	Total	17,70,00	14,66,00	2,25,70
d)	4401-Capital outlay on crop husbandry; 119-Horticulture and Vegetable Crops			
1	Financial Assistance for Mushroom Cultivation in the State	50,00	50,00	0
2	Scheme to give impetus to the diversification of Horticulture	10,00,00	2,00,00	0
	Total	10,50,00	2,50,00	0
	Grand Total a+b+c+d	1,47,40,91	1,28,31,08	80,83,05

- 2 **Budget for each agency and plan & programmes:** as mentioned above
- .3 Proposed expenditures: as mentioned above
- .4 Revised budget for each agency, if any: as mentioned above
- .5 Report on disbursements made and place where the related reports are available: as mentioned above

(Annexure -13)

2.3: Manner of execution of subsidy programmes

- 1 Name of the programme or activity
- 2 Objective of the program
- 3 Procedure to avail benefits
- 4 Duration of the programme/scheme
- 5 Physical and financial targets of the program
- 6 Nature/scale of subsidy/amount allotted
- 7 Eligibility criteria for grant of subsidy

S. no	Name of the programme or activity	Objective of the program	Procedure to avail benefits	Duration of the programme / scheme	Physical and financial targets of the program	Nature/scale of subsidy/ amount allotted	Eligibility criteria for grant of subsidy
1	National Hort. Mission	Mission for integrated development of Horticulture	Available on website www.nhm.nic.in	Continuing on Yearly basis	Indicated below	Available on the website www.nhm.nic.in	Available on website www.nhm.nic.in

Component	Target	
	Physical	Financial
Production of Planting Material		
New Nursery(Nos)	1	7.50
Upgrading of Nurseries(Nos)	6	60.00
New Tissue Culture Unit(Nos)	2	137.60
Seed Infrastructure Unit(Nos)	2	300.00
Vegetable Seed Production (ha)-	125	47.20
Sub Total	136	552.30
Plantation (Hac)	5084	634.10
Maintenance of Plantation	3115	124.60
Musroom units- Production, Compost & Spawn (No.)	47	357.64
Floriculture (Hac)	150	34.70
Spices and Aromatics (Hac)	100	12.00
Rejuvenation(ha)	2035	407.00
Community Water Tanks (Nos)	63	609.75
Protected Cultivation (ha)		
Polyhouse (ha)	23	1022.89
Shade Net house (ha)	29	1029.50
Walk-in-Tunnels	2	60.00
Cost of planting material- Vegetables (ha)	31	214.20
Cost of planting material- Flowers (ha)	18	491.38
Mulching and Low Tunneling	121	76.16
Total Protected	224	2894.13
Plant Health Clinic (No.)	3	75.00
IPM/INM	1000	12.00
Vermi compost unit & Vermi Bed (Nos.)	225	70.36
Bee Keeping (No.)		
Bee breeding unit	6	24.00
Bee - Keeping (colonies) &(Hives) (No.)	44350	709.60
Bee keeping Equipment (No)	50	4.00
Total Bee Keeping	44406	737.60
Mechanization (No.)	1683	385.10
Humem Resource Development (HRD)	1414	130.00
Front Line Demonstration	15	150.00
Post Harvest Management (No.)		
Pack House (No)	70	140.00
Integrated pack house	3	52.50
Cold Storage Unit (Nos.), Type 1 & 2	33	1709.08
Technology induction of Cold Stores (No.)	11	176.25
Ripening chamber(No)	8	240.00
Preservation unit (low cost)(No)	10	10.00
Minimal Processing Unit(No)	12	120.00
Precooling unit (No.)	3	26.25
Low cost onion storage	26	22.75
Cold Room	3	15.75
Refer van	3	27.30
Total PHM	182	2539.88
Functional Infrastructure Unit (No.)	13	78.00
Total		9804.16
Centre of Excellence		1349.55
Mission management, show seminars, etc.	30	602.62
Grand Total		11756.33

(Annexure -14)

2.5: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

- 1 Concessions, permits or authorizations granted by Public Authority
- 2 For each concession, permit or authorization granted
- .3 Eligibility criteria
- 4 Procedure for getting the concession/grant and/or permits or authorizations
- .5 Name and address of the recipients given concessions/ permits or authorizations
- .6 Date of award of concessions/ permits or authorizations

Sr. No.	Particulars of Recipients of Concession, permits of authorization granted by it.	Name of programme	Fruit Plant Nursery Registration under Punjab Fruit Nurseries Act. 1961.
1	Name and addresses of recipients who have been given Nursery License is given below this table.	Type (Concession/ Permits/Authorization).	Nursery Licence
2	-	Targets set (For the last year)	As per requirement
3	-	Objective	Disease-free, quality fruit Plant Production
4	-	Eligibility	Availability of Land/ Mother-plants/ Block/Net House/Screen house.
5	-	Criteria for the eligibility	-do-
6	-	Pre-requisites	Inspection by concerned Horticulture Development Officer
7	-	Procedure to avail the benefits	<p>1. Every application for a licence under section shall be made to the competent authority and shall be in the prescribed form.</p> <p>2. Subject to such conditions and restrictions as may be prescribed, if the competent authority is satisfied that-</p> <p>a) the fruit nursery is suitable for the proper propagation of the fruit plant or fruit plants in respect of which the licence has been applied for ;</p> <p>b) the applicant is competent to conduct or establish such a fruit nursery;</p> <p>c) he fulfils any other conditions notified by the competent authority in this behalf; and</p> <p>d) the applicant has paid the fee prescribed for the licence and has also furnished the prescribed security, if any.</p>

			Such authority may grant a licence to the applicant for conducting or establishing a fruit nursery in accordance with the terms of the licence and the provisions of this Act and the rules thereunder.
8	-	Time limit for the concession/ Permits/ Authorizations	One year or three years

S.no	Concessions , permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorization	For each concession, permit or authorization granted
1)	As mentioned above	As mentioned above	As mentioned above	As mentioned below	As mentioned above	As mentioned above

Name and address of the recipients who have been given Nursery License:

District.	Name and address of Nursery
Amritsar	Josan Orchard & Nursery, Nawankot Amritsar
Gurdaspur	Dhoji Ram Fruit Nursery Manwala, Pathankot.
	Ram Kishor Kailash Chand Fruit Nursery Manwala, Pathankot.
	Ohri Nursery Dina Nagar
	Gobind Gardan & Nursery, Dina Nagar.
	Diwan Fruit Nursery Phool Piara.
Ferozepur	Fruit Nursery, Sapanwali.
	Shiva Nursery, Sapanwali
	Krishma Nursery, Sapanwali.
	Satish Fruit Nursery, Sapanwali.
	Kavita Nursery, Sapanwali
	Vevek Nursery ,Sapanwali
	Lovely Nursery , Sapanwali
	Sakia Nursery, Sapanwali.
	Farmers fruit Nursery, Maujgarh.
	Kunal Bhadu Nursery and garden, Variam Khera
	Gurdeep Nursery, Sapanwali.
	Khushal Chand, Sapanwali
	Noorpawar Nursery, Jhorarh Khera.
	Saksham Nursery, Sapanwali
	Barar Nursery, Tahliwala Jattan.
	Amardeep Nursery, Sapanwali.
	Harpreet Nursery, Sapanwali.
	Surjit Nursery, Sapanwali
	Aman Fruit Nursery,Sapanwali.
	Muskan Fruit Nursery, Sapanwali
Ankush Fruit Nursery, Sayad Wala.	
Rajinder Fruit Nursery, Sapanwali.	

	Angoora Fruit Nursery,Sapanwali.
	Guru Nanak Fruit Nursery, Sapanwali.
	Dhanraj Fruit Nursery, Sapanwali.
	Guru Ram Dass Ji Fruit Nursery, Khuya Sarwar
	Gaurav Fruit Nursery,Chuhary wala Dhanna.
	Guru Nanak Fruit Nursery, Bahawall
	Kamboj Nursery, Diwan Khera.
	Raj Fruit Nursery, Sapanwali
	Jagram Fruit Nursery, Sapanwali
	Jalandhra Fruit Nursery, Sapanwali
	Nitan Fruit Nursery, Sapanwali
	Kewal Fruit Nursery, Sapanwali
	Janta Fruit Nursery, Sapanwali
	Pawan Fruit Nursery, Sapanwali
	Sandhu Nursery, Sapanwali
	Varindra Nursery, Sapanwali
Hoshiarpur	Shanker Nursery, Chohal.
	Mahaveer Nursery, Chohal
	Master Natha Singh Nursery, Gill.
	Pammi Nursery, Bhunga.
	Doaba Nursery Garhdiwala
	New Shivalk Nursery , Nmoli.
	Nirmal Nursery, Chingarh
	Manjit fruit Nursery, Doltpur. M.No 98145-33414
	Harman Nursery, Chaunni Kalan.
	Kailash Nursery, Chohal.
	Shasi Nursery, Chohal.
	Dhillon Nursery, Sherpur Pakka.
	Star Nursery, Hoshiarpur.
	Ohri Nursery, Khanpur
Patiala	Kutanabpur Nursery, Patiala.
	Dashmes Nursery, Patiala
	National Nursery Patiala.
SBS.Nagar	Indo Nursery, Banga Road,
	Green Velly Nursery, Pojewal,
Sri Mukatsar Sahib	New Tech Fruit Nursery, Malout,
	Sivia Nursery, Nandgarh

(Annexure -15)**4.4(IV)** Contact person &contact details (phone,fax ,email ID)

S.no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
	Shalinder Kaur	Director Horticulture, Punjab	Kheti Bhawan Phase VI, Sector 56, SAS Nagar (Mohali)	(0172)2970621	9815509406	Not available	dhpunjab@gmail.com
1)	Gulab Singh	Joint Director Horticulture (PIO)	-do-	(0172)2970622	75080-18889	-do-	-do-
2)	Harmail Singh	Assistant Director (APIO)	-do-	-do0	7508018880	-do-	-do-

4.5 Such other information as may be prescribed

4.5(II) Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2020 (upto JUNE)	21	21	Nil

(Annexure -16)

4.5(III) List of completed schemes / projects / programmes:

Sr. No.	Budget Head	Total Budget 2019-20 (RE)
1	2401-Crop Husbandary-119 Horticulture and Vegetable Crops 01 Direction	63,00,86
2	2851-Village and Small Industries-107-Sericulture Industries, 01 Development of Sericulture (Revenue)	3,59,22
	Major Head-2401;119-Horticulture and Vegetable Crops (Centrally Sponsored Scheme)	
1	National Horticulture Mission	35,50,00
2	Post Graduate Institute of Horticulture Education and Research	1,00
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	Financial Assistance for Mushroom Cultivation in the State	84,00
2	Potato Seed Village Scheme	1,20,00
3	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	7,00,00
	Major Head-2401;119-Horticulture and Vegetable Crops (789-Special Component Plan for Scheduled Castes)	
1	National Horticulture Mission	14,50,00
2	Financial Assistance for Mushroom Cultivation in the State	16,00
	4401-Capital outlay on crop husbandry	
1	Financial Assistance for Mushroom Cultivation in the State	50,00
2	Scheme to give impetus to the diversification of Horticulture	2,00,00

(Annexure -17)**4.5(IV) List of schemes/projects/programmes underway:**

Sr.No.	Budget Head	Total Budget 2020-21 (BE)
	Major Head-2401;119-Horticulture and Vegetable Crops (Centrally Sponsored Scheme)	
1	National Horticulture Mission	85,00,00
2	Post Graduate Institute of Horticulture Education and Research	1,00
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	Financial Assistance for Mushroom Cultivation in the State	84,00
2	Potato Seed Village Scheme	2,00,00
3	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	7,00,00
	Major Head-2401;119-Horticulture and Vegetable Crops (789-Special Component Plan for Scheduled Castes)	
1	National Horticulture Mission	33,00,00
2	Financial Assistance for Mushroom Cultivation in the State	16,00
	4401-Capital outlay on crop husbandry	
1	Financial assistance for Mushroom Cultivation in the State	50,00
2	Scheme to give impetus to the diversification of Horticulture	10,00,00

(Annexure -18)

4.5(V)

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract				
Sr. No.	E-Tender No.	Name of Firm	Amount	Completion of the contract
1.	DOH/2019-20/01	1 M/s Poly Hub Agro Engineers SCO-63, Near Mini Secretariat Opp. DAC, Patiala (Category-A) 2. M/s Jeet Water Bank Pvt. Ltd SCO-12, 1 st Floor, Near LIC Building Sector-17, Kurukshetra. (Category-A) 3. M/s Mahindra Top Greenhouses Private Limited, H-109, MIDC Ambad, Nashik – 422010 (Category-A) 4. M/s Earth Agro Structures Pvt. Ltd. 425 The Golden Square, Zirakpur SAS Nagar-140603 (Category-A) 5. M/s Punjab Poly Agro Sundarlal Market, Opposite Railway Station Rajpura, Patiala (Category-B) 6. M/s Rajdeep Agri Products Pvt. Ltd 3279/1, Ranjit Nagar, New Delhi-110008 (Category-A) 7. M/S Classic Agricon, SCO 44 Sector 12, Panchkula (Category-A) 8. M/s Innovative Green House Projects, 10126 Neelkanth Bhawan, Ludhiana (Category-B)	-	1 year
2.	DOH/2019-20/02	Tender was cancelled due to higher price than the estimated cost		
3.	DOH/2019-20/03	Tender was cancelled as only one firm had qualified the technical bid		
4.	DOH/2019-20/04	Climatrol Corporation 108-A, Madangir, New Delhi 110062	14,36,572/-	90 Days
5.	DOH/2019-20/05	M/s Sai Samarth Irrigators, Flat no.-2, 1 st Floor, Friends Paradise, Shirole Road, Shivaji Nagar, Pune-411005	98,50,000/-	150 Days

