

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	Directorate of Public Enterprises and Disinvestment (DPED), The information related to Directorate is available on Punjab Government website link- https://punjab.gov.in/government/departments/department-of-finance/#tab-6
		(ii) Head of the organization	Director, Directorate of Public Enterprises and Disinvestment, Punjab.
		(iii) Vision, Mission and Key objectives	The Directorate facilitates the Disinvestment of State PSUs by working in collaboration with Government of Punjab.
		(iv) Function and duties	These office co-ordinates with the Committee on Public Sector Undertakings on review of the audit paras of various PSUs. This office regularly corresponds with the PSUs regarding the compliance of the directions given by the committee and timely submission of the replies to the Committee. Moreover, Joint Director/Section Officers of this office attends meeting every week held by COPU at Vidhan Sabha. As regards audit paras raised by Accountant General Punjab, this office co-ordinates for timely submission of replies of paras to AG office. Concerned ADs are directed to further direct PSUs regarding compliance of directions issued by AG office on this issue.
		(v) Organization Chart	Annexure A
1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	DPED, Punjab is a small unit which functions under the ambit of Department of

	[Section 4(1) (b)(ii)]	(ii) Power and duties of other employees	Finance, Punjab. Senior Officials of the directorate like Joint Director (F&A), Section Officer (F&A) functions in processes like preparation of Memorandums and overall management and collaboration in the Disinvestment procedures with due approval of worthy Director, DPED. Other employees of the unit includes Senior Scale Stenographer, Junior Scale Stenographer and clerk who provides assistance to the higher management in its activities .
		(iii) Rules/ orders under which powers and duty are derived and	As per Punjab Civil Service Rules.
		(iv) Exercised	As per rules.
		(v) Work allocation	As per Organizational Chart.

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	The DPED mainly deals with the Disinvestment Procedure of Punjab State PSUs/Corporations. The Procedure includes various administrative processes like floating of Request For Proposal (RFP), appointment of a Transaction Advisor, Collaborated working with Administrative Department of the entity to be disinvestment, Preparation of Cabinet Memorandum, Formation of Committee of Core Group of Officers and Core Group of Ministers etc.
		(ii) Final decision making authority	Director, DPED, Punjab.
		(iii) Related provisions, acts, rules etc.	As per Punjab Civil Service Rules.
		(iv) Time limit for taking a decisions, if any	As per subject matter of the information.
		(v) Channel of supervision and accountability	As per organizational chart.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure B
		(ii) Norms/ standards for functions/ service delivery	As per Punjab Civil Service Rules.
		(iii) Process by which these services can be accessed	The Procedure includes various administrative processes like floating of Request For Proposal (RFP), appointment of a Transaction Advisor, Collaborated working with Administrative Department of the entity to be disinvestment, Preparation of Cabinet Memorandum, Formation of Committee of Core Group of Officers and Core Group of Ministers etc.
		(iv) Time-limit for achieving the targets	As per subject matter of the information.
		(v) Process of redress of grievances	The DPED, in collaboration with National Security Deposits Limited (NSDL) handles the grievances related to implementation of New Pension Scheme (NPS) in State Autonomous Bodies/PSUs/Corporations of Punjab. However, there is no separate section for the same.
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 Civil Service Rules.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	DPED is only unit located in Punjab with no branches.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	State PSUs/Corporation Advice Cases, State PSUs/Corporations Government Guarantee Cases, Matter related to Disinvestment of State PSUs/Corporations etc.
		(ii) Custodian of documents/categories	Record Keeper as appointed by authority.

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.	NA
		(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 C
		(ii) Telephone , fax and email ID	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Annexure D
		(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 E
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Currently there are no trainings on RTI. However, Directorate is interested in trainings on such topics.
		(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 F
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	NA
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the programme 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 	NA

		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
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.	The audit paras of State PSUs are submitted to this Directorate for information. Furthermore, upon receipt of such audit paras of PSUs from CAG, this office forwards the same to the concerned entities.

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 (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 Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	DPED, Punjab is not directly involved in consultation related to Disinvestment procedures.
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 (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy.	NA DPED, Punjab is not directly involved in consultation related to Disinvestment procedures.

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)	The information related to Directorate is available on Punjab Government website link- https://punjab.gov.in/government/departments/department-of-finance/#tab-6
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	NA
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	NA

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	NA
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The information related to Directorate is available on Punjab Government website link- https://punjab.gov.in/government/departments/department-of-finance/#tab-6
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	All the services related to DPED, Punjab are available in the office premises, Office Address:- 4 th Floor, Vit te Yojna Bhawan, Plot No. 2-B , Sector 33-A, Chandigarh. Working Hours:- 9.00 am to 5.00 pm. Office Contact Details:- 0172-2660063
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	The DPED, in collaboration with National Security Deposits Limited (NSDL) handles the grievances related to implementation of New Pension Scheme (NPS) in State Autonomous Bodies/PSUs/Corporations of Punjab. However, there is no separate section for the same.
		(ii) Details of applications received under RTI and information provided	The DPED, Punjab receives minimal RTI Applications and these applications are disposed off within stipulated time frame.
		(iii) List of completed schemes/ projects/ Programmes	NA
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	

		(viii) Any other information such as a) Citizen's Charter	NA
		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 (ii) Details of appeals received and orders issued	The DPED, Punjab receives minimal RTI Applications and these applications are disposed off within stipulated time frame.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	The DPED, Punjab receives parliamentary queries through Department of Finance, Punjab. These are promptly replied by the office of DPED, Punjab.

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	Annexure E
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Conducted on 06/12/2021.
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Annexure E
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		The information related to Directorate is available on Punjab Government website link- https://punjab.gov.in/government/departments/department-of-finance/#tab-6

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?
The record includes all the information which is required for official working of the Directorate.
2. What is the ABC of record management?
The record management means proper maintenance of record so that it can be retrieved easily.
3. How do you maintain records?
Most of the departmental information is maintained by digital means of E-office. However, the record is also available in physical form.
4. Language in which records are maintained?
Both English and Punjabi.
5. When did your department destroy official records in the past?
The records are destroyed as per State Government instructions.
6. Has proper procedure been adopted for destroying the record?
Yes proper procedure are adopted for destruction of record as per State Government guidelines.
7. If yes, what procedure has been adopted in seeking approval from this competent authority?
As per State Government guidelines.
8. How do you index the record?
It is done as per subject matter of the information.
9. Do the record rooms have sufficient space to store the record?
No
10. Are sufficient steel almirahs/ racks available to store records?
No
11. How many steel almirahs/ racks are placed in the record room?
Approx. 15 almirahs
12. How often record room is cleaned?
Twice a year.
13. What is the retrieval system of records?
As per instructions of Senior Officials.
14. How much time is required to retrieve the record?
It depends upon the subject matter of the information.

15. How frequently record is retrieved?
As per instructions from Senior Officials.

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

17. How many files which are more than 25 years old are not weeded out?
Since, this is a new Unit formed around the year 2000 therefore, no record is present which is older than 25 years.

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

19. Why these files are not weeded out?
NA

20. Who is responsible for initiating the process of weeding out record?
Director, DPED, Punjab.

Functions of DPED:-

Government of Punjab, Department of General Administration (General Coordination Branch) vide order No: 1/4/89-GC(2)/3245 Dated: 19.03.1990 has allocated the following matters to Directorate of Public Enterprises and Disinvestment then called Bureau of Public Enterprises Wing as under:

Sr. No	Particulars	Remarks
1.	Matters relating to investment by the Government of Punjab in the Public Sector Undertakings and Apex Co-operative Societies, including setting up of new Public Sector Undertakings	This matter is being handled.
2.	All matters relating to the Audit Reports of the Public Sector Undertakings including matters concerning the Committee on Public Sector Undertakings of the Punjab Vidhan Sabha, Accountant General and the Comptroller and Auditor General of India.	These office co-ordinates with the Committee on Public Sector Undertakings on review of the audit paras of various PSUs. This office regularly corresponds with the PSUs regarding the compliance of the directions given by the committee and timely submission of the replies to the Committee. Moreover, Joint Director/Section Officers of this office attends meeting every week held by COPU at Vidhan Sabha. As regards audit paras raised by Accountant General Punjab, this office co-ordinates for timely submission of replies of paras to AG office. Concerned ADs are directed to further direct PSUs regarding compliance of directions issued by AG office on this issue.
3.	Review and evaluation of the working of the public undertakings including scrutiny of the balance sheet and the annual accounts.	This matter is being handled.
4.	Formulation of broad policy guidelines relating to personal policies including pay scales, Travelling Allowances / Dearness Allowances, House Rent Allowance, Grant of bonus and ex-gratia, creation of posts, economy in expenditure, payment of minimum dividend on the investments, payment of guarantee fee, main-maintenance of accounts and other financial matters like plans and budget estimates of the public undertakings.	Vide notification dated 25.08.2009, a committee of four members has been constituted to consider and approve the issues of pay scales of various PSU based on the recommendations of the Pay commission which includes concerned Administrative Secretary, Head of the Department, Director Disinvestment or his nominee and Managing director/ Chief Executive of the concerned PSU.

Further, The Government of Punjab, Department of Finance (Finance Expenditure-IV Branch) Vide order No:- 10(7)3/02-FE- IV/16340 dated: 11th July, 2002 has allocated the following functions to the New Directorate of Disinvestment which are as under: -

Sr. No	Particulars	Remarks
1.	All matters related to disinvestment of State Government equity from Public Sector undertakings and their subsidiaries/promoted companies	This matters are being handle as per mandate.
2.	Decisions on the recommendations of the Disinvestment Commission on the modalities of disinvestment including restructuring.	
3.	Implementation of disinvestment decisions including appointment	

	of advisors, pricing of shares and other terms and conditions of disinvestment.	
4.	All matters relating to Disinvestment Commission	
5.	Public Sector Undertakings for purposes of disinvestment of Government equity only.	
6.	All matters related to disinvestment of State Government equity from Public Sector undertakings and their subsidiaries/promoted companies	
7.	Decisions on the recommendations of the Disinvestment Commission on the modalities of disinvestment including restructuring.	
8.	Implementation of disinvestment decisions including appointment of advisors, pricing of shares and other terms and conditions of disinvestment.	
9.	All matters presently assigned to the Bureau of Public Enterprises and	
10.	Any other matter referred by the State.	
<u>Other Functions of DPED</u>		
1.	This Directorate is also looking after the work of winding-up of closed PSUs. Various measures have been taken and time-lines have been given to concerned PSUs to wind-up the closed PSUs at the earliest. Due to non-availability of proper records, staff with the concerned PSUs and Annual Accounts of closed PSUs being pending for many years, these PSUs are facing problem in timely winding up.	
2.	The Government of Punjab, Department of Finance (Finance Pension Policy & Coordination Branch) vide its 5/44/2012 -5FPPC/758 dated 9/7/2012 has declared this Directorate as nodal officer for implementation of New Pension Scheme on the employees of SAB/PSUs recruited on or after 01.01.2004. As on date 222 SABs, 632 DDOs and 30803 subscribers have been got registered with Central Record Keeping Agency.	
3.	This directorate also advises Finance Department on the following matters: <ul style="list-style-type: none"> • Granting of loans and grant in aids to various PSUs • Govt. guarantees to be taken against loans proposed by various PSUs. Such cases are dealt as per the provisions of FRBM act 2003 and various instructions issued by this office in this regard. 	
4.	Senior officers of this directorate are members of the Board of Directors of various PSUs. All BOD meetings and Annual General meetings are attended by the officers. Moreover, meetings on behalf of worthy Principal Secretary Finance and Secretary Expenditure are also attended by the officers of this directorate as per the directions	
5.	This directorate collects information from all PSUs on following matters and compiled information is then sent to Finance department: <ul style="list-style-type: none"> • Data regarding investment of state govt. in various PSUs which includes type of investments and its value thereof, % of govt shareholding in respect of total shareholding and dividend declared thereon. • Information of outstanding loans against govt guarantees, additions and deletions made during the year. • Information related to receipt budget under head 0049, 0050 and 0075. • Information regarding annual financial statements of PSUs to be included by AG Punjab in its accounts. 	
6.	In addition, very recently, the role of finalizing list of Asset Monetization Pipeline has been entrusted to the Department and Director, DPED has been appointed as Nodal Officer for the State Government. Regular Meetings are being held with State PSU's which require an officer with good educational background and knowledge, since most of these discussions are related to Advance Financial aspects of Asset monetization. Information has been sought and compiled regarding assets which can be monetized from PSUs/Administrative Departments	
7.	Joint Director, DPED has also been designated as Member/ Secretary for Natural Resource Accounting cell. Natural resources accounting cell will compile all the data relating to natural resources within an accounting framework full stop in National	

	resource accounting is an accounting system that deals with stocks and stock exchanges of natural assets comprising biodata how much subsidy and acids are water and land with the aquatic and terrestrial ecosystems.
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Annexure F

Budget Statement F.Y. 2019-20					
Sr. No.	Detailed Head	SOE	SOE Name	Total Budget Allocation	Remaining
1	2	1	Salary	6850000	229444
2	2	2	Wages	600000	494488
3	2	13	OE	200000	148573
4	2	10	POL	200000	193842
5	2	9	Repair & Maintenance	54000	40141
6	2	92	Telephone	50000	29361
7	2	7	Purchase of Car	2500000	2500000
8	2	13	Computer Purchase of Software	75000	74650
9	2	13	Computer Stationary & Consumable items	40000	24704
10	2	91	Medical Reimbursements	200000	187884
11	2	28	Professional Services	710000	710000
12	2	26	Advertisement and Publicity	500000	421136
13	2	11	Travelling Allowance	20000	20000

Annexure A

Directorate of Public Enterprises and Disinvestment

Organizational Chart

Director, DPED

Joint Director (F&A)

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Section Officers (02)

**Senior Scale
Stenographer**

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Senior Assistant (0)

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**Junior Scale
Stenographer (1)**

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Clerks (02)

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**Peons (04, 01 being
outsourced)**

Annexure C

Directory of Officers of DPED				
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Sr. No.	Name of Officer	Office Address	Office Contact No.	Mobile No.
1	Sh. B. Srinivasan, IAS, Director DPED	7th Floor, Punjab Civil Secretariate, Sector 1, Chandigarh.	0172-2740771	94781052608
2	Sh. Rupesh Puri, Joint Director (F&A)	Directorate of Public Enterprises and Disinvestment, Sector 33- A, Vit te Yojna Bhawan, Chandigarh.	0172-2660063	9855407405
3	Sh. Baljinder Singh, Section Officer (F&A)			8427771046
4	Smt. Alka Paul, Section Officer (F&A)			8968143124

Annexure E

Details of Apellate Authority, PIO and APIO

Sr. No.	Name of Officer	Designation	Contact No. of Officer
1	Sh. B. Srinivasan, IAS	Apellate Authority Cum Director DPED	0172-2740771
2	Sh. Rupesh Puri	Public Information Officer Cum Joint Director, DPED	0172-2660063

Annexure D

Gross Salary Statement of Permanent Employees of DPED

Sr. No.	Name of Employee	Designation	Gross Salary	Deduction
1	Rupesh Puri	Joint Director (F&A)	140398	50320
2	Baljinder Singh	Section Officer (F&A)	32141	3534
3	Smt. Alka Paul	Section Officer (F&A)	32141	6238
4	Swaran Kaur	Senior Scale Stenographer	81804	29260
5	Khushwant Kaur	Junior Scale Stenographer	57735	12730
6	Ivneet Singh	Clerk	23908	2621
7	Davinder Singh Bisht	Peon	45214	16497
8	Kalyan Singh	Peon	40134	215
9	Bachan Singh	Peon	40134	14291