

## **Obligations of Public Authorities**



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

English Version

**DEPARTMENT OF PLANNING  
(Economic Policy and Planning Board)  
Vit-te-Yojna Bhawan, Plot No.-2-B,  
Sector-33-A, Chandigarh - 160020.**

## **Introduction**

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

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**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**ECONOMIC POLICY AND PLANNING BOARD**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

**Right to Information Act**

*1<sup>st</sup> Manual: Particulars of the Public Authority*

- *Name and address of the organization*
  - *Head of the organization*
  - *Key Objectives*
  - *Functions and duties*
  - *Organization chart*
- 
- 

· **Name and address of the organization**

After the abolition of the Planning Commission, the Government of India has set up the NITI Aayog which is a policy making body. On similar lines, the State Government in its CMM meeting dated 15/02/2018 has decided to restructure the State's Planning Department. Accordingly the new Board 'Economic Policy and Planning Board' has been constituted on May, 28, 2022 to cater to the new requirements. The Board would focus more on formulating policies for the development of the State, monitor and evaluate the implementation of these policies and suggest mid-course corrections. This would help immensely in future policy formulation for the overall socio-economic development of the state in view of the needs as well as aspirations of the people.

· **Head of the organization**

Economic Policy and Planning Board works under the over all guidance of the State Government and is headed by the Hon'ble Chief Minister, Punjab as an Ex-officio Chairman. Economic Policy and Planning Board functions as the Department of Planning at the Secretariat level and issue advice to other Administrative Departments of the State Government. All Ministers of the State and all the Members of Parliament elected or nominated from the State of Punjab are the members of the Board. Besides this, the State Government has nominated experts, having experience of various socio economic fields, as members of the Board. Secretary Planning is the Member Secretary of the Board as well as Administrative Secretary. **Special Secretary Planning is Head of the Department of the Economic Policy and Planning Board.** The

Economic Policy and Planning Board has 1 Director, 2 Joint directors, 8 Deputy Directors, 6 Research Officers, alongwith other Supporting Staff/Ministerial Staff. The work of Economic Policy and Planning Board is divided in the following Divisions:-

1. Agriculture and Allied Services.
2. Industry, Transport and Tourism.
3. Irrigation and Power.
4. Education and Technical Education.
5. Social Services Division/Social Welfare and Welfare of SC/BCs including Information Technology and Planning Machinery.
6. Health.
7. Local Plan.
8. Plan Coordination.
10. Rural Development & Panchayats and Rural Sanitation. Housing & Urban Development.
11. Special Areas Division which includes Development of Border Areas.
12. Employment Division

· **Key Objectives**

- i) to make an assessment of the material and human resources of the State, including technical personnel and investigate the possibilities augmenting such of these resources as are found to be deficient in relation to the State's requirements;
- ii) to review the progress of implementation of the development programmes and recommend such adjustments in policies and measures as the review may indicate;
- iii) to Identify factors which tend to retard economic and social development of the State and determine conditions to be established for successful execution of the plans;
- iv) to assist district authorities in formulating their development plans within the spheres in which such planning is considered useful and feasible, and to co-ordinate these plans with the State plans;
- v) to make such interim or ancillary recommendations as appear to it to be appropriate either for facilitating the discharge of the duties assigned to it, or on a consideration of the prevailing economic conditions, current policies, measures and development programmes, or on an examination of such specific problems as may be referred to it for advice by the

Government.

## **Functions and duties**

### **1. Formulation of Plans**

The work for the formulation of development plan proposals is initiated in the months of November-December by holding bilateral discussions with the various Administrative Departments of the State Government. The purpose of these discussions is to prioritize the development activities and to assess the need based demands of the departments in respect of plan programmes in the State. On the basis of these discussions and keeping in view the availability of resources provided by the Department of Finance, a consolidated plan is placed before the Members of the Economic Policy and Planning Board, so that consolidated proposal is put up to the State Government for approval. Keeping in view the suggestions/recommendations of the NITI Aayog made in the Working Group Discussions and also the agreed size in the meeting held between the Deputy Chairman, NITI Aayog and the Hon'ble Chief Minister, Punjab, a final plan document is prepared by the Department of Planning and the same is placed alongwith the Budget document before the Punjab Vidhan Sabha.

#### **ii) Budget Speech**

Budget speech of the Plan Budget is prepared in the Department of Planning every year and all the plan priorities of the next financial year approved by the Economic Policy and Planning Board, State Government and NITI Aayog are included in this speech. This speech is delivered by the Hon'ble Finance and Planning Minister, Punjab in the Punjab Vidhan Sabha at the time of presentation of budget.

#### **iii) Clearance and Implementation**

From the very beginning of the economic development planning in the State, the main activity of Economic Policy and Planning Board is the clearance of Plan schemes of various Administrative Departments in the State every year. But now in line with the changed economic scenario, the role of the Economic Policy and Planning Board has been changed. From the only work of clearance of Plan schemes subject to the budgeted outlay during the course of the year gradually it is moving towards the actual implementation of plan. Besides this, in order to maintain a balance between the State share and Central share of funds, all the Centrally Sponsored Schemes (CSS) are also

cleared/reviewed by the Department of Planning.

**iv) Maintaining liaison with the NITI Aayog, GOI**

The Department of Planning submits proposals for Additional Central Assistance to the Planning Commission Government of India. In case of non-receipt of Additional Central Assistance and revalidation of one time Central Assistance from the NITI Aayog/GOI all correspondence is done by the Department of Planning as nodal department of the State Government. Moreover, all the concerned Administrative Departments of the State are made aware of the guidelines/instructions issued by the Planning Commission from time to time so that the plan programmes may be implemented effectively.

**v) Review of plan expenditure and finalization of REs.**

The exercise of mid year review of plan expenditure is carried out in the Economic Policy and Planning Board. A memorandum on the basis of plan performance received from the various departments is prepared for information of CMM. After this review of mid year plan performance and state resources as pegged by the FD, the revised estimates are prepared for final implementation of the plan programmes.

**vi) Decentralized Planning**

In order to achieve optimum utilization of meager resources and also to ensure people's participation at the grass root level, the concept of decentralized planning was introduced in the State in 1988-89. But the actual work of district planning was started in the year 1990-91, when the schemes and programmes of concerned Administrative Departments, which could be better implemented, supervised and coordinated at the district level were decentralized. Accordingly, the District Planning and Development Board headed by a Cabinet Minister/State Minister as Chairman/Vice Chairman were constituted at the district level to supervise/monitor the work of district planning.

**vii) District Planning Committees**

In compliance with the provision of Article 243ZD of the 74th Constitutional Amendment, 1992, District Planning Committees (DPCs) are mandatory to be constituted in each state of the country for the purpose of preparing a Draft District Development Plan at the grass root level. The Punjab District Planning Committees Act, 2005 was enacted to provide for the

constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the state. The Punjab District Planning Committees Procedure of Transaction of Business Rules were also notified in 2006. The revised guidelines for holding elections for electing 4/5th members of the District Planning Committees from amongst the elected members of Zila Parishads and Urban Local Bodies were issued to all the districts in 2008. The rules of DPC has already been notified by the State Government vide notification dated 25th July, 2006.

**viii) Status of Constitution of District Planning Committees**

District Planning Committees have been constituted for all the 20 districts of the State.

**ix) Functions of the District Planning Committees**

The Committee shall exercise the powers and perform the functions as mentioned below:-

(1)

- (a) To prepare the Draft District Development Plan keeping in view the matters of common interest between the urban and rural population including spatial planning, sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass root level by the concerned Panchayat and the extent and type of available resources whether financial or otherwise;
- (b) To prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government;
- (c) To take appropriate measures for proper implementation of the development schemes, programmes and projects;
- (d) To monitor the progress of projects;
- (e) To encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects;
- (f) To make efforts to generate additional resources for developmental works with the cooperation of people, Non Government



Organizations and Non Resident Indians and other agencies; and

- (g) To perform such other additional functions relating to district planning, coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.
  
- (2) While preparing the Draft District Development Plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.
  
- (3) The Chairperson shall forward the District Development Plans prepared by the Committee under clause (a) of Sub-section (1) to the State Government.

**Government of Punjab  
Department of Planning  
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

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

Dated Chandigarh the 5<sup>th</sup> July,2006.

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

Kindly refer to the subject cited above.

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

**District wise detail of members to be elected/nominated in the District Planning Committees.**

| S.N | Name of the District | Total number of members (Elected + Nominated) | 4/5 <sup>th</sup> of total members to be elected     |   |               | 1/5 <sup>th</sup> of total                 |
|-----|----------------------|---|--|---|---------------|--|
|     |                      |   | Members to be elected from the Zila Parishad members | Members to be elected from the Urban Local Bodies | Total Elected | members to be nominated by the State Govt. |
| 1   | Fatehgarh Sahib      | 15  | 9  | 3   | 12            | 3  |
| 2   | Faridkot             | 15  | 8  | 4   | 12            | 3  |
| 3   | Nawnshehar           | 15  | 10   | 2   | 12            | 3  |
| 4   | Mansa                | 15  | 10   | 2   | 12            | 3  |
| 5   | Kapurthala           | 15  | 8  | 4   | 12            | 3  |
| 6   | Mukatsar             | 15  | 9  | 3   | 12            | 3  |
| 7   | Moga                 | 15  | 10   | 2   | 12            | 3  |
| 8   | Ropar                | 15  | 9  | 3   | 12            | 3  |
| 9   | Bathinda             | 24  | 13   | 6   | 19            | 5  |
| 10  | Hoshiarpur           | 24  | 15   | 4   | 19            | 5  |
| 11  | Ferozepur            | 24  | 14   | 5   | 19            | 5  |
| 12  | Patiala              | 24  | 12   | 7   | 19            | 5  |
| 13  | Jalandhar            | 24  | 10   | 9   | 19            | 5  |
| 14  | Sangrur              | 40  | 23   | 9   | 32            | 8  |
| 15  | Gurdaspur            | 40  | 24   | 8   | 32            | 8  |
| 16  | Ludhiana             | 40  | 14   | 18  | 32            | 8  |
| 17  | Amritsar             | 40  | 16   | 16  | 32            | 8  |
| 18  | Mohali               | 15  | 7  | 5   | 12            | 3  |
| 19  | Tarn Taran           | 15  | 10   | 2   | 12            | 3  |

3. The 1/5th number of members are to be nominated by the State Government.

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

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

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

2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.

When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.

The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college

Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.

Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).

If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.

If the number of contesting candidates is the more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark ( ) against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect.

The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.

After receiving the ballot paper, the voter would mark the necessary signs ( ) or (X) on the ballot paper, fold it and insert it into the ballot box.

On the same day and at the time as per time schedule given in Form 3.2, the

Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.

The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.

After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.

If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.

If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.

The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.

If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.

If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.

The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

(R.L.Mehta)

Special Secretary Planning

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

Dated 5th July, 2006.

A copy is forwarded to the following:-

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

**PUNJAB GOVERNMENT GAZETTE**

**EXTRAORDINARY**

**Published by Authority**

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**CHANDIGARH, MONDAY, NOVEMBER 28, 2005**

**(AGRAHAYANA 7, 1927 SAKA)**

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**LEGISLATIVE SUPPLEMENT**

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**PART I**

## DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

**Notification**

The 28<sup>th</sup> November, 2005

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

## THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005

**(Punjab Act No.22 of 2005)**

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

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

- |  |                                     |
|--|-------------------------------------|
| <p>1. (I) This Act may be called the Punjab District Planning Committees Act, 2005.</p> <p>(2) It shall come into force at once.</p>   | <p>Short title and Commencement</p> |
| <p>2. In this Act, unless the context otherwise requires-</p> <p>(a) "Chairperson" means the Chairperson of the Committee chosen under sub-section (3) of section 3;</p> <p>(b) "Committee" means the District Planning Committee Constituted under sub-section (1) of section 3;</p> <p>(c) "district" means a revenue district in the State;</p> <p>(d) "member" means a member of the Committee and includes its Chairperson;</p> <p>(e) "Municipality" shall have the same meaning as assigned to it under clause (e) of Article 243-P of the Constitution of India;</p> <p>(f) "Panchayat" shall have the same meaning as assigned to it under clause (f) of Article 243-P of the Constitution of India;</p> <p>(g) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;</p> <p>(h) "prescribed" means prescribed by rules made under this Act;</p> <p>(i) "section" means section of this Act;</p> <p>(j) "State" means the State of Punjab; and</p> <p>(k) "State Government" means the Government of the State of Punjab</p> | <p>Definitions</p>                  |

## (AGHN.7,1927 SAKA)

3. (1) There shall be constituted a Committee to be called the District Planning Committee by the State Government for every district in the State to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.
- (2) The number of members of a District Planning Committee constituted under subsection (1), shall be calculated as per population of the district concerned according to the following criteria, namely:-
- (a) District having population, Fifteen members Not exceeding ten lacs;
  - (b) Districts having population Twenty four members exceeding ten lacs, but not exceeding twenty lacs; and
  - (c) Districts having population Forty Members exceeding twenty lacs.
- (3) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.
- (4) The seats of the members of the Committee shall be filled by election, from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district, and by nomination.
- (5) Not less than four-fifths of the total number of members of the Committee shall be elected by, and from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.
- (6) One- fifth of the total number of members of the Committee, which may include the Members of the Legislative Assembly and other persons also, shall be nominated by the State Government.
- (7) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.
- (8) The Additional Deputy Commissioner (Development) of the district shall be the ex-officio Additional Secretary of the Committee.
- (9) The Deputy Economic & Statistical Adviser of the District shall be the ex-officio Joint Secretary of the Committee.
- 4 (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.
- (2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for re-nomination after the expiry of his first term.
- (3) Any member of the Committee including the Chairperson may resign at any time from his office before his tenure.

Constitution of District Planning Committee.

Term of members of The Committee

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

Functions of the  
Committee

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

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

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

Abolition of  
DP & DB.

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

Meetings

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

Removal and  
suspension of  
members  
including  
Chairperson

8. The State Government may remove the Chairperson or any member from his office, if:-
  - a) he has been adjudged insolvent; or
  - b) he has been convicted of an offence which, in the opinion of the State



Government, involves moral turpitude; or

- c) he has become physically or mentally incapable; or
- d) he has acquired such financial or other interest, as is likely to affect prejudicially his functions in any of the said capacities; or
- e) he has so abused his position as to render his continuance in office prejudicial to the public interest.

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

Filling of vacancies

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

issue directions

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

Power to make rules

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

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

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

Power to remove difficulties

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

H.S.BHALLA

Secretary to Government of Punjab,

Department of Legal and Legislative Affairs.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

**2<sup>nd</sup> Manual : Powers & duties of officers & employees**

*(Updated information is under consideration and will be updated soon)*

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
(Economic Policy and Planning Board)  
Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.

**Right to Information Act**

**3<sup>rd</sup> Manual : Procedure followed in decision making**

*Process of decision making*

*Final decision making authority*

*Related provisions, acts, rules etc.*

*Time limit for taking a decision, if any*

*Channels of supervision and accountability*

-----

1. This Office has no public dealing. It deals with all the Administrative Departments concerned with development Schemes. The cases/PUCs. relating to Planning work are initiated by Deputy Directors and further to Directors which are disposed of at the level of Special Secretary Planning, Principal Secretary Planning, Minister-Incharge and Chief Minister as per standing orders dated 29-5-2007 (Annexure-I).
2. In the Establishment and Accounts Branch the PUCs/files or proposals are initiated by Clerks/Dealing Assistants with reference to the relevant rules/instructions framed/issued by the Department/Government on the subject from time to time and submitted to branch Incharge i.e. Planning Officer/Section Officer(Accounts) in the ministerial side and the files are disposed off at the level of Head of the office, Head of the Department, Administrative Secretaries and Minister-in-Charge as per Standing orders dated 29-5-2007 which are attached herewith.

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(PLANNING BRANCH)

**STANDING ORDER**

In pursuance of the provisions of Rules 18,19 and 28 (I) of the Rules of Business of the Government of Punjab, 1992 as framed vide Punjab Government Order No. 15/1/92-GC(2)/3214, dated 25<sup>th</sup> February, 1992 (as amended up to 28<sup>th</sup> February, 2005) and in super-session of the previous standing orders issued vide No. 12/30/90-5P/802-807, dated 06.05.2002 and No.12/30/90-5P/2215-2220 dated 10.11.2004 it is hereby ordered that in respect of the Department of Planning, the cases mentioned in Annexure-I and Annexure 1-A (as per provision of Rule 28(1) ibid) shall be submitted to the Chief Minister, Punjab for his orders, the cases mentioned in Annexure-II shall be submitted to me (Minister-in charge of the Department) for passing orders and the cases mentioned in Annexure-III shall be submitted to the Financial Commissioner/Principal Secretary/Secretary to the Government of Punjab, Department of Planning. The cases mentioned in Annexure-IV shall be disposed of by the Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary to the Department of Planning.

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

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

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

Dated, Chandigarh, the  
25 5 2007

Manpreet Singh Badal  
Finance & Planning Minister, Punjab

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

Dated, Chandigarh, the29 5 07

A copy is forwarded for information to the:-

1. Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab (8 copies).
3. Secretary to Govt. of Punjab, Department of General Administration (in Coordination Branch) w.r.t.I.D.No. 15/4/95 GC(2)/3850, dated 18.3.2002.
4. Special Secretary to Finance Minister, Punjab.
5. Secretary to Chief Secretary.

Special Secretary Planning

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

Dated, Chandigarh, the 29 5 07

A copy is forwarded to the :-

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

Special Secretary Planning

## ANNEXURE-I

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

- 1) Constitution of District Planning Boards/Committees.
- 2) All personnel matters regarding promotion, postings, transfers and Punishment of the level of Directors and above.
- 3) Deputation/Foreign training of Group 'A' Officers to Government of India of any other Organization.

## ANNEXURE I-A

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

1. Cases relating to all policy matters including cases in which new policies to be formulated or the existing policies relating to the functioning of the Department is to be changed and cases which are not covered by the schedule;
2. Cases which affect or likely to affect the interest of the Scheduled castes and Backward Classes;
3. Cases which affect the relations of the State Govt. with Govt. of India, any other State Govt., the supreme Court or the High Court of the Punjab and Haryana.
4. Proposal for the appointment and posting of Head of Department and or the officers holding posts equivalent thereto;
5. Proposals for the confirmation of the Head of the Department;
6. Communications from the Election Commission to stop any action or proposed to be taken thereon.
7. Any departure from these Rules which comes to the notice of Chief Secretary or any Secretary;
8. Proposals for creation and abolition of Group 'A' & 'B' posts;
9. Cases where Successor Minister wishes to modify the orders of his predecessor in office;
10. Proposals involving the alienation either temporary or permanent or sale, grant or lease of Government property between Rs. 25,000 and Rs. 75,000/- in value or the abandonment or reduction of revenues, between Rs. 25,000/- and Rs. 75,000/- except when such alienation, sale grant or lease of Government property abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Council;
11. Constitution of State level Committees and Boards:-
  - i) Which have non-official members and consequently their traveling allowance or dearness allowance is to be paid from the State Exchequer; or

- ii) where the committee is a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the Organisation which constituted the Board or the Committee, as the case may be;
- iii) Cases relating to appointments of Chairman, Executive Heads and Directors;
- iv) Cases relating to re/employment of the Group 'A' & 'B' Officers or extension in their term of employment;
- v) Cases in which there is a difference of opinion between the Secretary and Minister Incharge;
- vi) Such other cases or classes of cases as the Chief Minister Punjab may consider necessary;



## **ANNEXURE-II**

List of cases to be disposed of at the level of Minister-in-charge of the Department.

### **I. General and Legislative Business.**

1. General and Legislative Business.
  1. All Legislative business relating to Vidhan Sabha / Lok Sabha/Rajya Sabha.
  2. Important cases involving major question of policy of Principle. Cases regarding meetings of National Development Council. Important Court Cases.
  3. (i) Constitution of Committees/Boards/Working Groups in the Punjab State Planning Board and E.S.O. and the decision regarding the grant of honorarium and other facilities to the members, etc.
  4. Cases which are required to be submitted to the Governor, the Council of Ministers of the Chief Minister in accordance with the provisions of the rules of Business or of the standing Orders issued by the Department of General Administrative Reforms. All cases to be submitted to other Ministers.
  5. Annual Administration Report of the Department.

### **II-A Plan and Financial Matters (Planning Board & E.S.O.)**

1. Reports of P.A.C. and estimates committee.
2. Plan Budget proposals involving new expenditure (at initial stage) creation /abolition of posts of Group 'A' & 'B' officers. Advance out of the Punjab Contingency Funds.
3. Assistance to I.A.M.R., N.C.A.E.R.etc.
4. Waiving off claims of recovery from Government employees where the recovery cannot be waived off under instructions of Government.
5. Payment from the State Revenue for the damages in suits brought by or against Group 'A' & 'B' officers.
6. Revision of scales of all employees and grant/withdrawal of special pay, personal pay, etc., and allowances and grant of advance increments to Group 'A' & 'B' officers.

### **III. Personnel (Economic Policy and Planning Board and E.S.O)**

1. Appointment by promotion or transfer to Group 'A' & 'B' posts and services which are required to be referred to the Punjab Public Service Commission.
2. (a) Regular Promotion within Group 'A' posts.  
(b) Important references to Punjab Public Service Commission and cases dealing with its advice.
3. Cases regarding extension adhoc appointments.
4. Cases of extension of probation of Group 'A' Officers or termination of services or reservation of Group 'A' probationers. Reversion of Group 'A' Officers.
5. Posting and transfer of Group 'A' Officers when these involve change of station of posting.
6. Cases in which it is proposed to stop group 'A' Officers including Director/Economic Adviser at the proficiency step up.
7. (a) All cases of appeals and representations against the orders of the Heads of Departments involving removal/dismissal.  
(b) Proposals for charge sheeting, for taking 'disciplinary action, or for imposing any penalty on Group 'A' Officers.  
(c) Review of an order imposing any penalty on Group 'A' & 'B' Officers.
8. Representation by Group 'A' Officers against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
9. Cases of Group 'A' Officers proposed to be referred to the Vigilance Department for inquiry.
10. Suspension and revocation of suspension of Group 'A' officers.
11. Representations against fixation of Seniority and revision of seniority of Group 'A' Officers.
12. All memorials from the departmental officers which have not been detained in accordance with rules/instructions.
13. Formulation or amendment of rules relating to recruitment and conditions of services, i.e. Departmental Service Rules.

14. Permitting or withholding of applications of employees for training or assignment abroad. Deputation for training abroad.
15. Deputation of group 'A' Officers.
16. (a) Grant of earned leave to the Head of Department where a substitute is needed.  
(b) Grant of Ex-India Leave to all officers/officials.
17. Tour Programme of Secretary Planning.
18. Resignation from service of Group 'A' Officers.
19. Cases of extension beyond 50/55 years of Group 'A' Officers where adverse entry or refusal of extension are involved.
20. Premature or compulsory retirement from service of Group 'A' & 'B' Officers are to be shown to C.M.also)
21. Reduction in retirement benefits/Cut in pension of Group 'A' & 'B' Officers.
22. Cases of extension in service of re-employment of an employee.
23. All other cases relating to Group 'A' officers not specially covered under any item and all policy cases relating to employees.

### **ANNEXURE-III**

List of cases to be submitted to the Financial Commissioner/Principal Secretary/Secretary.

#### **I General and Legislative Business.**

1. Cases to be submitted to the Planning Minister/State Minister which relate to progress reports of Public Accounts Committee of Vidhan Sabha, including Estimate Committee.
2. Amendment of Acts and Rules which do not change the basic framework.

#### **II. Plan Schemes etc. (of all Departments)**

1. Diversion of funds from one major Heads to the other major Head above Rs. 10.00 lakhs.
2. Quarterly review of progress of Plans Schemes.
3. Finalisation of revised estimates in respect of Annual Plan on the basis of excess and surrenders intimated by the departments to the Finance Department.

#### **III. Financial Matters (Economic Policy and Planning Board and E.S.O.).**

1. Payment from the State revenue for the damages in suit brought by or against Group 'C' & 'D' employees.
2. Grant/withdrawal of special pay, personal pay, etc., and allowances and grant of advance increments to Group 'C' & 'D' employees.
3. Purchase of staff cars/jeeps.
4. Payment of rent of buildings.

#### **IV) Personnel (Economic Policy and Planning Board and E.S.O.).**

1. Appointments by direct recruitment to Group 'A' & 'B' posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group-B posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-B probationers.  
Reversion of Group-B, Officers.
4. Postings and transfers of Group-A Officers when these do not involve change of station of posting.
5. (a) Crossing of proficiency step up by E.A./Director and confirmation of E.A.  
(b) Cases in which it is proposed to stop an employee at the ACP/ proficiency step-up (except Group-A Officers).
6. (a) Proposals for charge sheeting, taking disciplinary action, or for imposing a major/minor penalty on a Group-B, officers.  
(b) Appeals against orders imposing penalty on Group 'C' & 'D'.  
(c) Issue of warning to Group 'A' Officers.
7. Representation by Group-B Officers and Group 'C' & 'D' employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.
8. Cases of Group-B Officers proposed to be referred to the Vigilance Department for inquiry.
9. Cases relating to the treatment of the period of suspension of Group 'A' & 'B' officers.
10. Representations against fixation of seniority and revision of seniority of Group-B, Officers.
11. All Memorials of the departmental officers which have not been detained in accordance with rules/instructions.
12. Cases where Minister has asked for a report or information.
13. Appointment by direct recruitment, promotion or transfer of Group 'C' & 'D' posts.
14. Cases of extension of probation and reversion of Group 'C' & 'D'.
15. Postings and transfers of officers within the Planning Board.

16. Casual leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and E.A.
17. Permitting or with holding of applications of E.A./Directors for training or assignments within the country.
18. Deputation of Group-B Officers.
19. Earned Leave including special leave (other than ex-India leave)to the E.A./Directors except when substitute is needed and grant of casual leave to E.A./Directors.
20. Tour Programmes of Special Secretary/ Addl .Secretary /Joint Secretary , payment of T.A./D.A. and counters signatures of T.A. Bills of these Officers.
21. (a) Cases in which it is proposed to accord or refuse sanction under the Conduct Rules and permission to prosecute, higher studies to Director/E.A.  
(b) Cases in which it is proposed to refuse sanction under the Conduct Rules in cases of Group-A Officers.
22. Cases of extension beyond 50/55 years of Group-B and Group 'C' & 'D' employees where adverse entries or refusal to extension are involved.
23. (a) Retirement from service of Group-A Officers.  
(b) Retirement/resignation from service of Group-B Officers.
24. Grant of honorarium and permission to accept fees to Directors/E.A.
25. Sanction of loans/advance-car/scooter/G.P. Fund/House Building or repair, etc., advances to Directors/E.A.
26. Sanction/Counter Signatures of Medical re-imbusement bills of Directors/E.A.
27. New Telephones to offices.
28. All other cases except policy cases, relating to Group-B Officers not specifically covered under any item.

## ANNEXURE-IV

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

### **I General and Legislative Business.**

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

### **II Plan Schemes of the Departments.**

1. Diversion of funds from one major Head to the other major Heads upto Rs. 10.00 lacs.
2. Monthly review of progress of Plan Schemes.
3. Scheme wise break up after allocation has been made under various heads/sub heads of development.
4. All cases of adjustment of plan outlay within the same head/sub heads of development.
5. Powers to accept surety Bonds of Non-Governmental organizations.

### **III Personnel (Economic Policy and Planning Board and E.S.O.)**

1. Requisition to the Punjab Public Service Commission after the number of vacancies to be filled has been determined.
2. Appointments by direct recruitment or by promotion or by transfer to Group 'C' & 'D' posts.
- 3 (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on Group 'C' & 'D' employees.  
(b) Issue of warning to Group 'B' officers .
4. Representations by Group 'C' & 'D' employees against adverse remarks in the confidential reports not counter-signed by Special/Additional/Joint Secretary or Directors.
5. Reports of such enquiries against Group 'B' and Group 'C' & 'D' employees as do not disclose any grave misconduct or corruption to be submitted to the Minister-in-charge.
6. Suspension of Group 'C' & 'D' employees and treating of their period of suspension.
7. Deputation of Group 'C' & 'D' employees.

8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group 'A' Officers.
- (b) According sanction under the Conduct Rules and permission for pursuing higher studies (excepting Directors/E.A.)
9. All cases of extension beyond 50/55 years where no adverse entries or refusal to extension are involved.
10. Approval of service for purpose of retirement benefit where such an approval by the Government is required.
11. Waiving off claims of recovery from Government employees where recovery can be waived under instructions of Govt.
12. Payment of demurrage charges where responsibility cannot be fixed on any body.
13. Purchase of books/New papers/periodicals for the Library of the Planning Board.
14. Permitting or withholding of applications of employees for training or assignments within the country and deputations for training courses within the country (except Directors/E.A.).
15. Sanctions of loans/advances/G.P. Fund/House building or repairs etc. to all officers/officials (except Directors/E.A.).
16. Sanction of Medical reimbursement bills of all officers/officials (except Directors/E.A.).
17. All cases of time-barred claims, investigation/adhoc payment thereof.
18. All cases of relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
19. All cases of earned leave of Group 'A' officers other than E.A./Directors which do not involve consequential transfers of officers from one station to another.
20. All cases relating to Group 'C' & 'D' employees not specifically required to be put up to Secretary Planning under this Standing Order.
21. Tour Programmes of Directors Punjab State Planning Board and ESO, Pb payment of T.A/D.A and counters signatures of T.A Bill of these officers.



## **ANNEXURE-V**

Cases to be disposed at the level of Deputy Secretary/Under Secretary.

1. Proposals to chargesheet or taking disciplinary action or for proposing any penalty on Group 'C' & 'D' Government Servant working in Branch (S) and Divisions of Planning Board under his charge.
2. Issue of warning to Group 'C' & 'D' Government servants of Punjab Civil Secretariat/ Economic Policy and Planning Board working under his charge.

Note:- At present there is no post of Deputy Secretary/Under Secretary in the Planning Department, In the absence of Deputy Secretary/Under Secretary, these cases will be dealt with by Special Secretary/Additional Secretary/joint Secretary.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
(Economic Policy and Planning Board)  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

### **4<sup>th</sup> Manual : Norms for discharge of functions**

*Nature of functions/services offered*

*Norms/standards for functions /service delivery*

*Time-limits for achieving the targets*

*Reference document prescribing the norms*

The Economic Policy and Planning Board has no public dealing. The work of the department is discharged as per standing orders of the Government.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

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

*Title and nature of the record / manual / instruction Gist of contents*

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( New Rules, regulations are under consideration with new Govt. )

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

*6<sup>th</sup> Manual: Categories of documents held by the Authority or which are under its control*

*Title of the document*

*Category of document*

*Custodian of the document*

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1. Directory of N.G.Os.
2. Guidelines on Decentralized Planning.

*(Detail can be seen on the website [www.pbplanning.punjab.gov.in](http://www.pbplanning.punjab.gov.in))*

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

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

*Relevant rule, circular etc.*

*Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation*

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For taking policy decisions eminent persons of the public have been nominated as members of the Economic Policy and Planning Board.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
(Economic Policy and Planning Board)  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

*8<sup>th</sup> Manual: Boards, Councils, Committees and Other Bodies constituted as  
part of the Public*

*Name of the Board, Council, committee etc*

*Composition Powers & functions*

*Whether their meetings are open to the public?*

*Whether the minutes of the meeting are open to the public*

*Place where the minutes if*

*Open to the public are available?*

-----

The Economic Policy and Planning Board is constituted under the chairmanship of Chief Minister, Punjab. The participation in the meetings of the Board is open to the members nominated by the Government which means the participation of the public is not allowed. At the District level, the Govt. of Punjab has constituted District Planning Committees in all district of the State. Department of Planning on the recommendation of Apex Committee chaired by Chief Secretary, Punjab allocates funds to various departments for allocation to the Non Government Organisations (N.G.Os.).

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

**9th Manual : Directory of Officers and employees**

*(Updated information will be updated soon)*

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

### **10<sup>th</sup> Manual : Monthly Remuneration received by officers & employees including system of compensation**

- 10.1 Name and designation of the employee
- 10.2 Monthly remuneration
- 10.3 System of compensation as provided by in its regulations

*(Updated information is under consideration and will be updated soon)*



**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

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

*Total Budget for the Public Authority*

*Budget for each agency and plan & programmes*

*Proposed expenditures*

*Revised budget for each agency, if any*

*Report on disbursements made and place where the related reports are available*

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*(Updated information will be updated soon)*

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
(Economic Policy and Planning Board)  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

**Right to Information Act**

*12<sup>th</sup> Manual: Manner of execution of subsidy programmes*

*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*

*Details of beneficiaries of subsidy program (Number, Profile etc.)*

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No subsidy is provided through this Department.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

***13<sup>th</sup> Manual: Particulars of recipients of concessions, permits or  
authorisation granted by the Public Authority***

*Concessions, permits or authorizations granted by Public Authority*

*For each concessions, permit or authorization granted*

*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 authorizations*

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No concession, permit or authorization is granted by this Department.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
(Economic Policy and Planning Board)  
Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.

**Right to Information Act**

*14<sup>th</sup> Manual: Information available in electronic form*

*Details of information available in electronic form*

*Name/title of the document/record/other information*

*Location where available*

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At present no electronic information is held by this Department.

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING  
(Punjab State Planning Board)  
Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

*15<sup>th</sup> Manual: Particulars of facilities available to citizens for  
obtaining information*

*Name & location of the facility*

*Details of information made available*

*Working hours of the facility*

*Contact Person & contact details (phone, fax, email)*

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No library/reading room is maintained for public use. The public may obtain requisite information through Public Information Officer/Assistant Public Information Officer.

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

**Right to Information Act**

*16<sup>th</sup> Manual: Names, designations and other particulars of public information officers*

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

| S N | Name of Department / Office  | Name/Designation of the Officers appointed Public Information Officer   | Name/Designation of the officers Appointed Assistant Public Information  | Appellate Authority   |
|-----|--|---|--|---|
| 1   | 2  | 3   | 4  | 5   |
| 1   | Planning Branch (Sectt. Level)<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.     | Special Secretary Planning<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.<br><br>Contact No-0172-2660403 | Superintendent Grade-I<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020<br><br>Contact No-0172-2660403           | Sh. Vikas Pratap, IAS<br><br>Principal Secretary, Planning<br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.<br><br>Contact No-0172-2660404 |
| 2   | Economic Policy and Planning Board<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020. | Smt. Usha Kant Director<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.<br><br>Contact No-0172-2660344    | Sh. Lalit Goyal Deputy Director<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.<br><br>Contact No-0172-2660344 | Special Secretary Planning<br><br>Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.<br><br>Contact No-0172-2660403                             |

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Economic Policy and Planning Board)**  
**Vit-te-Yojna Bhawan, Plot No.-2-B, Sector-33-A, Chandigarh - 160020.**

## **Right to Information Act**

*17<sup>th</sup> Manual: Any other useful information.*

*Citizen's charter of the public authority*

*Grievance redressal mechanisms*

*Details of applications received under RTI and information provided*

*List of completed schemes / projects / programmes.*

*List of schemes/projects/programmes underway*

*Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract. Any other Information*

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The Department will supply any other information as required under the Act. The information given in the Publications / Manuals will be updated every year.