

Provision no.	Details of the provision	Disclosed information
4(i)	The particulars of organisation, function and duties	As per the Punjab Allocation of Business Rules, 2007 all matters relating to the grant of financial assistance to the freedom fighters and grant of reservation to the wards of freedom fighters during recruitment in State Services or admissions into State Medical/ Technical Colleges are dealt in this department. There is no Board/ Corporation/ Directorate/ Society or any other sub office working under the Administrative Control of this department. List of Minister Incharge and Senior officers alongwith their contacts is available on www.punjab.gov.in
4(ii)	The powers and duties of its officers and employees	Superintendent examine the cases put up by dealing assistants and further put up the same to the higher authorities for their approval/ orders in light of the departmental instructions available on www.punjab.gov.in under the notifications tab
4(iii)	The Procedure followed in the decision making process, including channels of supervision and accountability	-do-
4(iv)	The norms set for the discharge of functions	As per the instructions available on www.punjab.gov.in under the notifications tab
4(v)	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	Instructions available under the notifications tab on www.punjab.gov.in
4(vi)	a Statement of the categories of documents that are held by it or under its control	NIL
4(vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof	NIL
4(viii)	A statement of Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether the meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public	NIL
4(ix)	a directory of its officers and employees	Available under the departments tab on www.punjab.gov.in
4(x)	the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As the staff working in this department is on the roll of Department of General Administration or Department of Personnel, the relevant details can be furnished by concerned departments only
4(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not maintained by this office. DDO powers lies with the O/o Treasurer Charitable Endowments, Mohali, Phase-1, Old PUDA Building, SAS Nagar

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4(xii)	the manner of execution of subsidy programmes including the amounts allocated and the details of the beneficiaries of such programmes.	9400/- per month financial assistance to the freedom fighters, their widows or their unmarried and unemployed daughters.
4(xiii)	particulars of recipients of concessions, permits or authorisations granted by it	not maintained by this office. Information may be available with the O/o Treasurer Charitable Endowments, Mohali or the the Deputy Commissioner of the concerned district.
4(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form	This instructions issued are made available online on www.punjab.gov.in
4(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Available under the notifications tab on www.punjab.gov.in
4(xvi)	the names, designations and other particulars of the Public Information officers	PIO- Smt. Sudesh Kumari, Superintendent, Freedom Fighters Branch, 0172-2742243 (Ext: 538) Room No. 524, Fifth Floor, Punjab Civil Secretariat-2, Sector 9, Chandigarh First Appellate Authority- Sh. Jasdeep Singh Aulakh, PCS, Additional Secretary 0172-2740343 Room No. 306, 3rd Floor, Punjab Civil Secretariat-2, Chandigarh.
4(xvii)	such other information as may be prescribed, and thereafter update these publications every year	NIL

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