

RIGHT TO INFORMATION ACT, 2005  
(Under Section 4(1) (b))

## INFORMATION MANUAL



## DIRECTORATE OF ENVIRONMENT & CLIMATE CHANGE

### Govt. of Punjab (INDIA)

MGSIPA Complex, Academic Block, 2<sup>nd</sup> Floor, Sector 26,  
Chandigarh Tel. No.0172- 2792049, 2794049, 2795049

Website: [www.decc.punjab.gov.in](http://www.decc.punjab.gov.in) Email: [director.decc@punjab.gov.in](mailto:director.decc@punjab.gov.in)

January, 2023

**Manual-1**  
(Section 4(1)(b)(i))

**Particulars of Public Authority**

1. The Government of Punjab has set up Directorate of Environment and Climate Change vide Notification No. 10/182/2017 STE (5)/1133849/1 dated 27.12.2017.

**1.1. Name and address of the organization:**

Directorate of Environment and Climate Change  
MGSIPA Complex, Academic Block, 2<sup>nd</sup> Floor,  
Sector 26, Chandigarh Tel. No.0172- 2792049, 2794049, 2795049.  
Website: [www.decc.punjab.gov.in](http://www.decc.punjab.gov.in)  
Email: [director.decc@punjab.gov.in](mailto:director.decc@punjab.gov.in)

**1.2. Head of the Organization:**

Director, Directorate of Environment & Climate Change

**1.3. Functions & Activities:**

i. **Air Pollution**

- a. Administration of Air (Prevention and Control of Pollution) Act, 1981
- b. To coordinate and formulate action plans for control of air pollution in the State keeping in view various sources of air pollution
  - (i) Vehicular pollution
  - (ii) Road dust
  - (iii) Biomass and garbage burning
  - (iv) Industrial pollution
  - (v) Construction and Demolition activities
  - (vi) Other sources
- c. To organize review of progress of implementation of National Clean Air Program (NCAP) and action plans for control of air pollution in various non-attainment cities.
- d. To promote use of improved technologies for reducing air pollution such as Zig zag technology for brickkilns, use of CNG, shifting to side hood suction of emissions from the furnaces etc.
- e. To look after the matters connected with Noise Pollution Regulation and Control Rules 2000
- f. To coordinate with various State Government and Central Government Departments and Organizations regarding air pollution, and pursue

cases before NGT and other, courts  
regarding air pollution

g. Any other issue related to air pollution

ii. **Water Pollution**

- a. Administration of Water (Prevention and Control of Pollution) Act, 1974
- b. To coordinate and formulate action plans for of control water pollution in the state and following plans in particular:
  - (i) Action Plan for Buddha Nallah
  - (ii) Action Plan for River Ghaggar
  - (iii) Action Pian for River Satluj
  - (iv) Action Plan for River Beas
- c. To organize review of progress of implementation of action plans for control of water pollution as per the Governance mechanism.
- d. To promote use of improved technologies for reducing water pollution
- e. To facilitate and monitor setting up of Common Effluent Treatment Plants (CETPs) for different kind of industries in the State
- f. To facilitate and monitor setting up of STPs in the State to treat domestic sewage
- g. To coordinate with various State Government and Central Government Departments and Organizations regarding water pollution, and pursue cases before NGT and other courts regarding water pollution
- h. Any other issue related to water pollution in the State

iii. **Waste Management:**

- a. To coordinate and formulate plans for waste management in the State in general and to monitor the implementation of following rules in particular:
  - (i) E-waste Management Rules, 2016
  - (ii) Batteries Management and Handling Rules, 2000
  - (iii) Plastic Waste Management Rules, 2016
  - (iv) Bio-medical Waste Management Rules, 2016
  - (v) Construction and Demolition Waste Management Rules, 2016
  - (vi) Hazardous and other Waste Management and Transboundary Movement Rules 2016
- b. To organize review of progress of implementation of Action Plans for waste management as per the Governance mechanism
- c. To coordinate with various State Government and Central Government

Departments and Organizations regarding waste management, and pursue cases before NGT and other courts regarding Waste management

d. Any other issue related to waste management in the State

iv. **EPA and State Level Authorities:**

a. Administration of Environment Protection Act, 1986

b. To provide secretarial support for disposal of cases by various State Level Authorities such:

(i) State Environment Impact Assessment Authority (SEIAA)

(ii) State Expert Appraisal Committee (SEAC)

(iii) State Appellate Authority

(iv) State Competent Authority --cum-Site Appraisal Committee (SCA-cum-SAC)

c. To attend to any issue pertaining to above authorities

v. **Tandrust Punjab:**

a. To coordinate and formulate plans for Tandrust Punjab Mission

b. To ensure review of plans and other Mission activities at various levels as per the Governance mechanism

c. To provide necessary secretarial support to the Mission

vi. **Climate Change & Bio-diversity:**

a. To coordinate and prepare State Action Plan for Climate Change

b. To organize review of State Action Plan for Climate Change as per the Governance mechanism

c. To formulate guidelines for Climate Change and Bio-diversity

d. To look after matters connected with Sustainable Development Goals

vii. **Administration and Finance**

a. To look after various administrative functions, such as human resources, facility management, procurement, budget, I.T and monitoring and

b. Any other functions related to administration, finance and accounts

**1.4. Working Hours:**

Morning Hours: 9.00 A.M. (Monday to Friday)

Closing Hours: 5.00 P.M. (Monday to Friday)

**Manual-2**  
(Section 4(1)(b)(ii))

**Powers and duties of officers and employees: -**

<b>Sr. No.</b>	<b>Name of the Officer</b>	<b>All Works relating to</b>
1.	Director	Overall planning, execution and coordination of various activities of DECC as per mandate
2.	Additional Director	(i) Water/Wastewater Division (ii) Air Division (iii) Waste Management Division (iv) Matters relating to MoEF&CC/ CPCB, GOI (v) Matters relating to Hon'ble Supreme Court/NGT (vi) Secretarial Support to State Expert Appraisal Committee, Punjab (SEAC)
3.	Joint Director	(i) Nodal Officer- Society for Mission Tandrut Punjab (SMTP) (ii) Climate Change (iii) Establishment (iv) Nodal Officer-Grievance Portal (v) Public Grievances/Complaints/Suggestions (vi) Administration (vii) IT Support (viii) Procurement
4.	Deputy Director	(i) Air Division (ii) Procurement
5.	Deputy Director	(i) Secretarial Support to State Level Environment Impact Assessment Authority, Punjab (SEIAA) (ii) Nodal Officer-Court Cases (iii) Public Information Officer
6.	Deputy Director	(i) Secretarial Support to State Expert Appraisal Committee, Punjab (ii) Important Matters (Inter Departmental & Intra Departmental, CM Office, CS Office, AD/STE etc.) (iii) Waste Management Division (iv) Governor/CM/FM Speech matters (v) All matters relating to Vidhan Sabha/Lok Sabha/Rajya Sabha/Northern Zonal Council/Parliamentary Standing Committees etc.
7.	Assistant Controller (Finance & Accounts)	(i) All matters related to Finance & Accounts including Society for Mission Tandrut Punjab
8.	Assistant Accounts	(i) Assisting Assistant Controller (Finance & Accounts) (ii) Accounting work of Society for Mission Tandrut

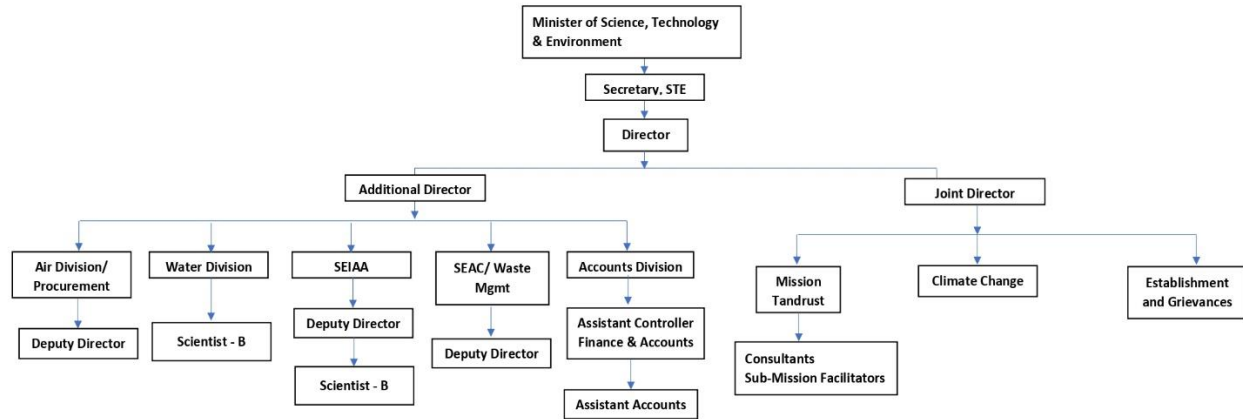
		Punjab
9.	Scientist-B	(i) Water Division (ii) Matters relating to Ministry of Jal Shakti, GOI (iii) District Environment Plan/State Environment Plan
10.	Scientist-B	(i) Secretarial Support to State Level Environment Impact Assessment Authority, Punjab (ii) Assistant Public Information Officer
11.	Consultant, Society for Mission Tandruster Punjab	(i) All matters related to Society for Mission Tandruster Punjab w.r.t Sub-Missions of Air, Water, Waste Management, Preventive Health & Healthy Soil (ii) Climate Change (iii) Matters related to Executive Committee, Steering Committee & Governing Body of Mission Tandruster Punjab
12.	Consultant, Society for Mission Tandruster Punjab	(i) All matters related to Society for Mission Tandruster Punjab w.r.t Sub-Missions of Road Safety, Food Safety, Green Punjab, Nutrition & Khedo Punjab (ii) Matters related to Executive Committee, Steering Committee & Governing Body of Mission Tandruster Punjab
13.	Sub-Mission Facilitator, Society for Mission Tandruster Punjab	All matters related to Society for Mission Tandruster Punjab and Climate Change
14.	Sub-Mission Facilitator, Society for Mission Tandruster Punjab	(i) All matters related to Society for Mission Tandruster Punjab (ii) Procurement
15.	Sub-Mission Facilitator, Society for Mission Tandruster Punjab	All matters related to Society for Mission Tandruster Punjab w.r.t Sub-Missions of Road Safety, Food Safety, Green Punjab, Nutrition & Khedo Punjab

01 No. Clerk, 04 No. Steno Typists and 03 No. Office Assistants are supporting above mentioned officers.

**Manual – 3**  
(Section 4(1)(b)(iii))

**The procedure followed in the decision-making process including channels of supervision and accountability.**

**ORGANIZATIONAL CHART**



Multi Task Operator- 4 No.

Directorate provides secretarial support to SEIAA & SEAC(Notified by MoEF&CC, GoI for appraisal of projects for Environment Clearance)

The details of works/notifications of all divisions of DECC is available on DECC's website [www.decc.punjab.gov.in](http://www.decc.punjab.gov.in)

**Manual-4**  
(Section 4(1)(b)(iv))

**The norms for the discharge of functions: -**

The Directorate of Environment and Climate Change functions as per provisions in the Notification No. 10/182/2017 STE (5)/1404038/1 dated 25/01/2019 issued by Department of Science, Technology and Environment, Govt. of Punjab.

**Service Bye-laws:**

- i. Punjab Civil Services Rules (Volume 1, 2 & 3)
- ii. Restructuring and Service Rules relating to Posts are under preparation

**Procurement Acts/Rules:**

- i. Punjab Financial Rules
- ii. The Punjab Transparency in Public Procurement Act, 2019
- iii. General Financial Rules, 2017 and amendments done from time to time

**Right to Information Acts/Rules:**

- i. The Right to Information Act, 2005
- ii. Punjab Right to Information Rules, 2017

**All other notifications/guidelines/instructions issued by Government of Punjab from time to time.**



**Manual-5**  
(Section 4(1)(b)(v))

**The rules regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions:**

The following rules/ regulations/instructions are maintained for discharging the functions:

- a. Air (Prevention and Control of Pollution) Act, 1981
- b. Water (Prevention and Control of Pollution) Act, 1974
- c. E-waste Management Rules, 2016
- d. Batteries Management and Handling Rules, 2000
- e. Plastic Waste Management Rules, 2016
- f. Bio-medical Waste Management Rules, 2016
- g. Construction and Demolition Waste Management Rules, 2016
- h. Hazardous and other Waste Management and Transboundary Movement Rules 2016
- i. The Right to Information Act, 2005
- j. Punjab Right to Information Rules, 2017
- k. Punjab Service Rules (Volume 1 to 3)
- l. Punjab Financial Rules
- m. Notification/Circulars/Guidelines/Instructions/Rules/Acts issued by State Govt. / Central Govt. from time to time related to Environment and Climate Change.

**Manual-6**  
(Section 4(1)(b)(vi))

**Categories of the documents that are held by DECC or under its control: -**

<b>Sr. No.</b>	<b>Title of the Document</b>	<b>Category of Document</b>	<b>Custodian of Document</b>
1.	Personnel Files	Administration Files	Admin Branch
2.	Work Allocation	Administration Files	
3.	Manpower related matters	Administration Files	
4.	Hiring of Taxi	Administration Files	
5.	Hiring of Sweeping Services	Administration Files	
6.	Stock Register	Administration Files	
7.	Air Pollution Matters	Air Division Files	Air Branch
8.	Stubble Burning	Air Division Files	
9.	Meetings of Air Quality Monitoring Committee	Air Division Files	
10.	Meetings of State Apex Committee	Air Division Files	
11.	Water Pollution Related matters	Water Division Files	Water Branch
12.	Wastewater matters	Water Division Files	
13.	Ministry of Jal Shakti matters	Water Division Files	
14.	Meetings of River Rejuvenation Committee	Water Division Files	
15.	District Environment Plans	Waste Management Files	Waste Management Branch
16.	Waste Management related matters	Waste Management Files	
17.	Single Use plastic related matters	Waste Management Files	
18.	Meetings of State Level Committee on Waste Management	Waste Management Files	
19.	Environment Clearance Cases	SEIAA Section Files	SEIAA Branch
20.	Agenda and MoM of SEIAA Meetings	SEIAA Section Files	
21.	Case Files of SEIAA Applications	SEIAA Section Files	
22.	6 Monthly Compliance Reports	SEIAA Section Files	
23.	NGT related matters pertaining to SEIAA	SEIAA Section Files	
24.	Court Cases pertaining to SEIAA	SEIAA Section Files	
25.	RTI Matters	Misc Files	Deputy Director, SEIAA
26.	Agenda and MoM of SEAC Meetings	SEAC Section Files	SEAC Branch
27.	Case Files of SEAC Applications	SEAC Section Files	
28.	Website	IT Division Files	IT Branch
29.	Mobile App	IT Division Files	
30.	Procurement related matters	IT Division Files	
31.	Salary Files	Finance Division Files	Accounts Branch
32.	Budget matters	Finance Division Files	

<b>Sr. No.</b>	<b>Title of the Document</b>	<b>Category of Document</b>	<b>Custodian of Document</b>
33.	IFMS portal and HRMS portal	Finance Division Files	
34.	Tax and Audit	Finance Division Files	
35.	Cash Book	Finance Division Files	
36.	Treasury Bills	Finance Division Files	
37.	Tally Statements	Finance Division Files	
38.	Manpower matters	Society for Mission Tandrust Punjab Files	SMTP Branch
39.	Salaries matter	Society for Mission Tandrust Punjab Files	
40.	Bills	Society for Mission Tandrust Punjab Files	
41.	Stock Register	Society for Mission Tandrust Punjab Files	
42.	Sub-Mission Files	Society for Mission Tandrust Punjab Files	
43.	SMTP Creation	Society for Mission Tandrust Punjab Files	
44.	Revamping of Tandrust	Society for Mission Tandrust Punjab Files	
45.	Procurement	Society for Mission Tandrust Punjab Files	
46.	World Environment Day	Society for Mission Tandrust Punjab Files	
47.	Grievance Redressal	Misc Files	
48.	Sustainable Development Goals	Misc Files	
49.	Climate Change	Misc Files	
50.	Executive Committee Meeting Agendas and MoM	Society for Mission Tandrust Punjab Files	

**Manual-7**  
(Section 4(1)(b)(vii))

**The particulars of any arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof.**

The Public Information Officer of the Directorate of Environment and Climate Change can be contacted to obtain the information on various aspects of its working regarding arrangements that exist for consultation with, or representation by the members of the public. The name, designation and contact details of the PIO are available in Manual-16.

**Manual-8**  
(Section 4(1)(b)(viii))

**Boards, Councils, Committees and other bodies constituted as part of DECC**

**1. Name of Boards, Councils, Committee and Other Bodies:**

- a. Society for Mission Tandrust Punjab (SMTP)
- b. Executive Committee of SMTP
- c. Steering Committee of SMTP

**2. Composition Powers and Functions:**

Available on [decc.punjab.gov.in](http://decc.punjab.gov.in) website

**3. Whether the minutes of meeting are placed in Public Domain?**

Available on [decc.punjab.gov.in](http://decc.punjab.gov.in) website

**Manual-9**  
(Section 4(1)(b)(ix))

**Details of Administrative Setup and Officer/Officials of DECC**

**Minister-In-Charge**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>Email-ID</b>
1.	Sh.Gurmeet Singh Meet Hayer	Cabinet Minister	01722741506	

**Administrative Secretary**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>	<b>Email-ID</b>
1.	Sh. Rahul Tewari, IAS	Secretary to Govt. of Punjab Department of Science, Technology & Environment	01722742691	secy.te@punjab.gov.in

**Directorate's Staff**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile No.</b>	<b>Email-ID</b>
1.	Dr. Manish Kumar, IFS	Director	9781632224	director.decc@punjab.gov.in
2.	Sh. Pardeep Garg	Additional Director	9855166022	pardeep.garg@punjabmail.gov.in
3.	Sh. Gurharminder Singh	Joint Director	9815655801	sso.decc@punjab.gov.in
4.	Sh. Abhishek Chauhan	Deputy Director	9501029630	abhishekchauhan20@ punjab.gov.in
5.	Sh. Nikhil Gupta	Deputy Director	8146662527	nikhil.gupta20@punjab.gov.in
6.	Sh. Jitin Joshi	Deputy Director	8146662549	jitin.joshi20@punjab.gov.in
7.	Mr. Navjot Singh	Assistant Controller (Finance)	9646620633	maninder.singh45@punjab .gov.in
8.	Dr. Steffi Talwar	Scientist-B	9872442979	steffi.talwar@punjab.gov.in
9.	Sh. Aushwinder Singh	Scientist-B	9041733845	aushwinder.singh@punjab. gov.in

10.	Ms. Deepali Sharma	Assistant (Accounts)	9877841672	deepali.sharma20@punjab.gov.in
11.	Dr. Satnam Singh Ladhar	Consultant, MTP	9463200886	ssladhar@yahoo.com
12.	Mr. K.L Malhotra	Consultant, MTP	7986969394	Klmalhotra53@gmail.com
13.	Dr. Sunil Kumar Saxena	Sub-Mission Facilitator, MTP	6239024530	drsksaxena@gmail.com
14.	Mr. Gurjot Singh	Sub-Mission Facilitator, MTP	7696072724	tiwanagurjot@gmail.com
15.	Mr. Siddhartha Sharma	Sub-Mission Facilitator, MTP	9872417408	siddharatha.sharma@gmail.com
16.	Ms. Luxmi Sharma	Clerk	7696308896	–
17.	Mr. Rupinder Singh	Steno-Typist	8198097397	–
18.	Mr. Mankirat Singh	Office Assistant	9592851595	–
19.	Ms. Pinky	Office Assistant	8146877254	–
20.	Ms. Shefali	Office Assistant	8558024112	–
21.	Mr. Kulveer Singh	Multi Task Operator	8872404126	–
22.	Mr. Manpreet Singh	Multi Task Operator	9653111961	–
23.	Mr. Jaswant Singh	Multi Task Operator	9780727374	–
24.	Mr. Himanshu	Multi Task Operator	7888955906	–

**Manual-10**  
(Section 4(1)(b)(x))

The monthly remuneration received by each of its employees\* including the system of compensation as provided in its regulations.

The details of monthly remuneration paid to officers and officials for the month of December,2022:

S. No.	Name	Designation	Remuneration per month (Basic) (Rs.)
1.	Dr. Manish Kumar, IFS	Director	1,43,300/-
2.	Mr. Pardeep Garg	Additional Director	1,59,500/-
3.	Mr. Gurharminder Singh	Joint Director	96,900/-
4.	Mr. Abhishek Chauhan	Deputy Director	78,100/-
5.	Mr. Nikhil Gupta	Deputy Director	Salary released by Parent Department
6.	Mr. Jitin Joshi	Deputy Director	Salary released by Parent Department
7.	Mr. Navjot Singh	Assistant Controller (Finance & Accounts)	63,600/-
8.	Dr. Steffi Talwar	Scientist-B	60,471/-(Consolidated)
9.	Mr. Aushwinder Singh	Scientist-B	60,471/-(Consolidated)
10.	Ms. Deepali Sharma	Assistant (Accounts)	30,412/-(DC Rates)
11.	Dr. Satnam Singh Ladhar	Consultant, MTP	75,000/-(Consolidated)
12.	Mr. K.L Malhotra	Consultant, MTP	75,000/-(Consolidated)
13.	Dr. Sunil Kumar Saxsena	Sub-Mission Facilitator, MTP	48,000/-(Consolidated)
14.	Mr. Gurjot Singh	Sub-Mission Facilitator, MTP	48,000/-(Consolidated)
15.	Mr. Siddhartha Sharma	Sub-Mission Facilitator, MTP	48,000/-(Consolidated)
16.	Ms. Luxmi Sharma	Clerk	26,902/-(DC Rates)
17.	Mr. Rupinder Singh	Steno-Typist	26,902/-(DC Rates)
18.	Ms. Rajvinder kaur	Steno-Typist	26,902/-(DC Rates)
19.	Mr. Amandeep Singh	Steno-Typist	26,902/-(DC Rates)
20.	Mr. Manpreet Singh	Steno-Typist	26,902/-(DC Rates)
21.	Mr. Mankirat Singh	Office Assistant	26,902/-(Consolidated)
22.	Ms. Pinky	Office Assistant	26,902/-(Consolidated)
23.	Ms. Shefali	Office Assistant	26,902/-(Consolidated)



24.	Mr. Sanjay Kumar	Driver	24,180/-(DC Rates)
25.	Mr. Kulvir Singh	Multi Task Operator	18,461/-(DC Rates)
26.	Mr. Manpreet Singh	Multi Task Operator	18,461/-(DC Rates)
27.	Mr. Jaswant Singh	Multi Task Operator	18,461/-(DC Rates)
28.	Mr. Himanshu	Multi Task Operator	18,461/-(DC Rates)
29.	Ms. Bimla Devi	Multi Task Service	18,461/-(Consolidated)
30.	Mr. Raj Kumar	Sweeper	18,461/-(DC Rates)

**Manual-11**  
(Section 4(1)(b)(xi))

**Budget allocated for the year 2022-23 and Expenses for the year 2022-23**

**(Rs. In lacs)**

**Detailed Account No. 3435 -**

Ecology and Environment 03 - Environmental Research and Ecological Regeneration 102 -  
Environmental Planning and Coordination.

**01 Directorate of Environment and Climate Change - 99**

<b>SOE</b>	<b>Minor Head/ Sub Head</b>	<b>Expenses for the year 2022-23</b>	<b>Budget for the year 2022-23</b>
01	Salaries	-	120
02	Wages	-	12
07	Purchase of Staff Cars	-	0.01
08	Hiring of Vehicle for Office Use	-	4
09	Repairs & maintenance of Staff Cars	-	0.50
10	P.O.L of Office Vehicles	-	2.30
11	Domestic Travel Expenses	-	0.10
13	Office Expenses	-	8
14	Rents, Rates, Taxes	-	0.01
16	Publications	-	0.50
18	Conference, Seminar, Workshop, Tour etc.	-	0.50
21	Supplies and Materials	-	0.50
26	Advertising and Publicity	-	15
28	Professional Services	-	0.01
30	Other Contractual Services	-	5
36	Grant-in Aid General (Non-salary)	-	0.01
50	Other Charges	-	0.25
91	Medical Reimbursement	-	2
92	Telephones	-	0.15
93	Electricity Charges	-	2
94	Water Charges	-	0.20
	<b>Total</b>	-	<b>173.04</b>

**98 Computerization in the State of Punjab – 01 Purchase of Computer related**

<b>SOE</b>	<b>Minor Head/ Sub Head</b>	<b>Expenses for the year 2022-23</b>	<b>Budget for the year 2022-23</b>
13	Office Expenses		2 lacs

**Manual-12**  
(Section 4(1)(b)(xii))

**The manner of execution of subsidy programme, including the amounts allocated and details of beneficiaries of such programme.**

Not applicable to Directorate of Environment and Climate Change

**Manual-13**  
(Section 4(1)(b)(xiii))

**Particulars of recipients of concession, permits or authorization granted by it**

Not applicable to Directorate of Environment and Climate Change

**Manual-14**  
(Section 4(1)(b)(xiv))

**Details in respect of information available in electronic form**

The Directorate of Environment and Climate Change has developed its website with URL "**[www.decc.punjab.gov.in](http://www.decc.punjab.gov.in)**" depicting various activities undertaken by it. Minutes of various committee meetings are also available on this website.

**Manual-15**  
(Section 4(1)(b)(xv))

**The particulars of facilities available to citizens for obtaining information.**

The Directorate currently does not have any library available for general public. However, most of the information useful for public is available on website of Directorate with URL "www.decc.punjab.gov.in".

Also, public can seek information from the Public Information Officer (PIO) by applying RTI application as per provisions of RTI ACT, 2005 and Punjab RTI Rules, 2017. The details of PIOs are available at Manual-16.

**Manual-16**  
(Section 4(1)(b)(xvi))

**The names, designations and other particulars of the First Appellate Authority and  
Public Information Officers.**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Information.</b>	<b>Appointed/Nominated as</b>
1	Dr. Manish Kumar, IFS	Director	0172-2795049, Director.decc@punjab.gov.in	First Appellate Authority
2	Mr. Nikhil Gupta	Deputy Director	0172-2792049, nikhil.gupta20@punjab.gov.in	Public Information Officer (PIO)
3	Mr. Aushwinder Singh	Scientist-B	0172-2792049, aushwinder.singh@punjab.gov.in	Assistant Public Information Officer (APIO)

**Manual-17**  
(Section 4(1)(b)(xvii))

**Any other useful information**

**FORM 1**

**Material for Annual Report for the year 2022 under Sections 25 RTI Act 2005**

To be submitted by every Public Authority to Administrative Department by 06.02.YYYY

Name of the parent Department: Deptt. of Science, Technology & Environment,  
Govt. of Punjab

Name of Public Authority: Directorate of Environment and Climate Change

**MATERIAL FOR ANNUAL REPORT SECTION 25 RTI ACT 2005**



## FORM 1

### Material for Annual Report for the year YYYY under Sections 25 RTI Act 2005

Name of the parent Department : Department of Science, Technology & Environment, Govt. of Punjab  
 Name of Public Authority : Directorate of Environment and Climate Change

Period from 01-01-YYYY To 31-12-YYYY  
 DD-MM-YYYY DD-MM-YYYY

Number of requests received	Decisions where applications for information rejected	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act	Number of times various provision were invoked while rejecting requests														Total registration fee collected ( )	Total additional fee collected ( ) ₹	Total penalty levied & collected ( ) ₹
			NIL																
			Relevant Sections of RTI Act 2005---- NIL																
			Section 8(1)							Other Sections									
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Other			
1.	2.	3.	4.	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Nil	Nil	Nil	----- NIL -----														Nil	Nil	Nil



**FORMS REQUIRED UNDER PUNJAB RIGHT  
TO INFORMATION RULES, 2017**

**FORM 'A'**

*(See Rule 3)*

**APPLICATION FOR INFORMATION UNDER SECTION 6 (1) OF THE  
ACT**

The Public Information Officer.

\_\_\_\_\_  
\_\_\_\_\_

1.	Full name of the applicant	
2.	Father's/Spouse name	
3.	Permanent address	
4.	Particulars in respect of Identity of the applicant	
5.	Particulars of information solicited	
	(a) Subject matter of information	
	(b) The period to which the information relates	
	(c) Specific details of information required	
	(d) Whether information is required by post or in person (The actual postal charges shall be included in providing information)	
	(e) In case by post (ordinary, registered or speed)	
	(f) Has a self-addressed envelop with proper stamp been included	
6.	Detailed Address to which information will be sent and in which form	
7.	Is this information not made available by the Public Authority under voluntary disclosure	
8.	Do you agree to pay the required fee	
9.	Have you deposited application fee (If yes details of such deposit)	
10.	Whether belongs to Below Poverty Line category. (If yes have you furnished the proof of the same with the application)	

**Full Signature of the Applicant and  
Address**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT**  
**DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE**  
**OFFICE OF THE PUBLIC INFORMATION OFFICER**

Received the application from

Mr./Ms .....

Address- .....

.....

.....

*Vide* diary No..... Dated .....

Place: Date:

**Full Name of Public Information Officer**

**Designation and Seal**



**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT  
DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE**

**FORM 'B'**

[See Rule 4(4)]

**INFORMATION FOR PAYMENT**

From

Name and designation of the Public Information

Officer To

Name of the

applicant

Address \_\_\_\_\_

\_\_\_\_\_

Sir,

Please refer to your application dated ..... addressed to the undersigned requesting information

on.....

.....

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Demand Draft/ IPO/ Cash / Treasury challan to enable the undersigned to furnish the information sought by you.

3. Please make payment immediately so that the information could be supplied. Fee calculation .....

Total amount to be deposited.....

Place :

Date

**Yours faithfully,**

**Public Information Officer**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT  
DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE**

**FORM 'D'**

**[See rule 4(5)] INTIMATION OF REJECTION**

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons: -

- (i) It comes under the exempted category covered under sections 8 and 9 of the Act.
- (ii) Your application was not complete in all respect.
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required fee with your application for providing information.
- (vi) The cheque attached by you has not been honoured.
- (vii) The information sought for is prohibited as per the provisions of section 4(4) of the Act.
- (viii) The information would cause unwarranted invasion of the privacy of any person.
- (ix) The information s sought for by you is available in our website  
\_\_\_\_\_you may download the information
- (x) For any other reason please see overleaf.

However, if you feel aggrieved for the abovesaid refusal, you may file an appeal before the \_\_\_\_\_within 30 days of the receipt of this letter.

Place Dated:

Name and  
Designation of  
Public Information  
Officer



**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT  
DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE**

**FORM 'E'**

**[See rule 4(6)] CASH REGISTER**

<b>Name and address of the Applicant</b>	<b>Date of application</b>	<b>Date of deposit of amount</b>	<b>Particulars of fee: Cash/ Demand Draft/ IPO/treasury challan with date and amount</b>	<b>Refund, if any</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

There is no fee for persons listed below poverty line, which will have to be authenticated by producing the 'BPL Card'

Name and  
Designation of  
Public Information  
Officer