

## **Obligations of Public Authorities**



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

English Version

**Economic Adviser, Government of Punjab  
Vit Te Yojna Bhawan,  
Plot No.-2B, Sector 33A, Chandigarh  
Phone No. 0172-2660137**

**Website: <http://www.esopb.gov.in>  
Email: [e.advi@punjab.govt.in](mailto:e.advi@punjab.govt.in)**

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

**1.1 Name and address of the organization:** Economic Adviser to Govt. of Punjab  
Vit Te Yojna Bhawan, Plot No. 2B, Sector 33A,  
CHANDIGARH

**1.2 Head of the organization:** Sh. Mohan Lal Sharma  
Economic Adviser to govt. Punjab

## **1.3 Key Objectives:**

With the advent of the era of Economic planning and development, the State Govt. created a statistical office headed by the Economic & Statistical Advisor in 1949 to cater to the statistical needs of the state. The Board of Economic inquiry too became a part and parcel of this office in 1953. Similarly, Board of Economic inquiry/bureau of Economic and Statistics was created in 1949/1950 in erstwhile Pepsu State. With the merger of Punjab and Pepsu in 1956, the present Economic & Statistical Organisation (E.S.O) came into being. With the passage of time and extension of more developmental and planned activities, the E.S.O. was strengthened.

Economic and Statistical Organisation, Punjab makes a major contribution in strengthening the data base of the State and has been declared Nodal Agency since 8.4.2003 for effective coordination of statistical activities of all the departments and create common statistical cadre in Punjab. The Statistical needs of private sector are also met by this Organisation. The Planners, Research scholars, social thinkers and administrators heavily draw upon the statistical information available with this Department. The data collected by the Organisation highlights the level of socio-Economic development of the State. This data helps in formulation and evaluation of Development Programmes of state and identifies different bottlenecks in these programmes for taking corrective measures for proper development of the state.

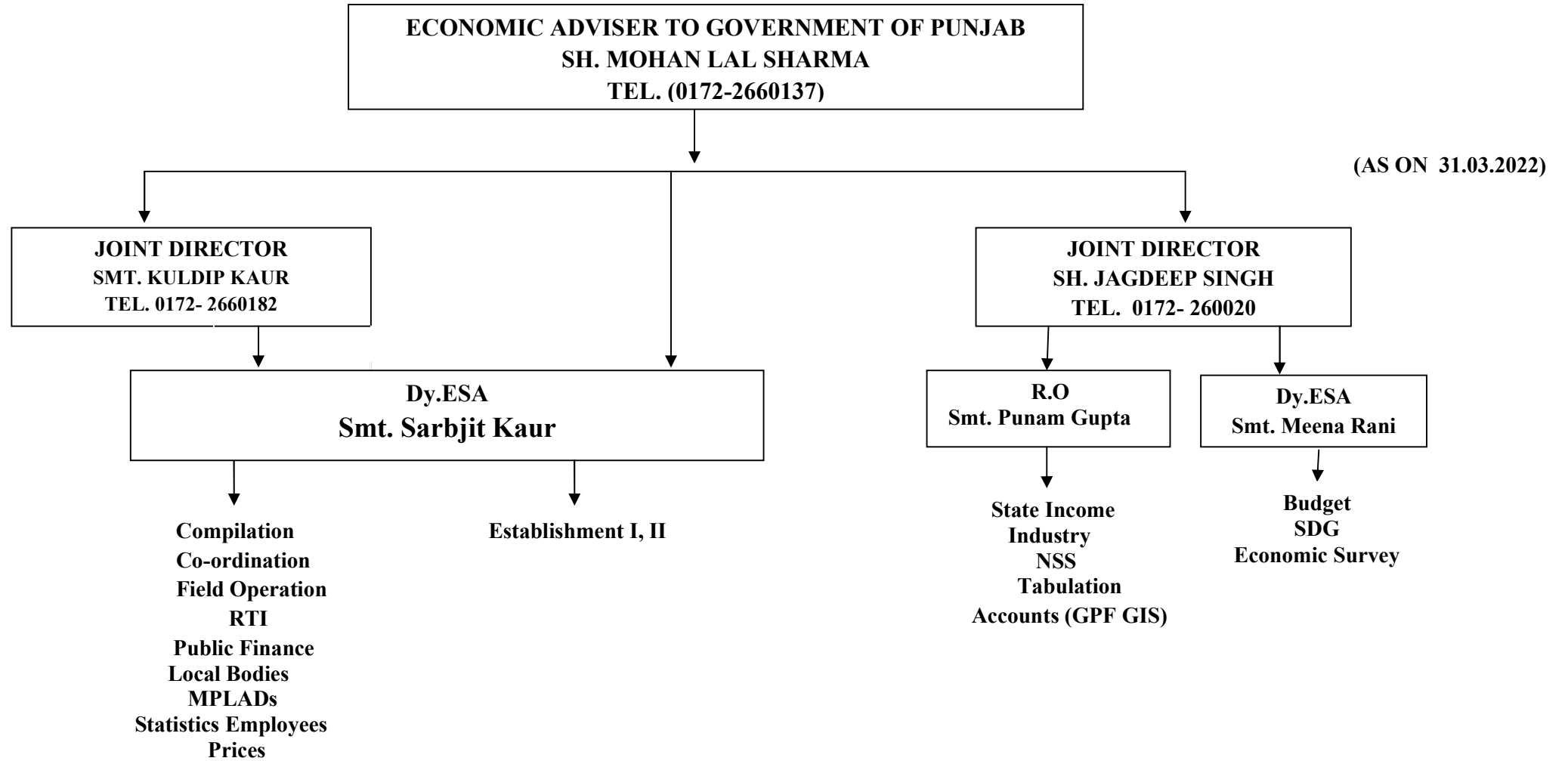
## **1.4 Functions and duties:**

The main functions of this Organization are as under:-

- 1.4.1 To advise the State Government on Economic and statistical matters for formulation of policies and plans.
- 1.4.2 To coordinate statistical activities of various departments in the state.
- 1.4.3 To collect, compile, analyse and interpret Economic and Statistical data and act as data bank.
- 1.4.4 To conduct analytical and evaluation studies and surveys.
- 1.4.5 To keep a proper liaison with the Central Statistical Organisation, Govt. of India and other State Statistical Bureaus of the country.
- 1.4.5 District level offices of Economic & Statistical Organisation, Punjab are also providing secretariat services to District Planning Committees apart from collection and compilation of primary as well as secondary data and its onward transmission to head office. Economic & Statistical Organisation, Punjab is the nodal agency for handling the progress of work under MPLA

**1.5 Organization Chart:**

**ECONOMIC AND STATISTICAL ORGANISATION PUNJAB**



## 2nd Manual: Powers & duties of officers & employees

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

S.no	Designation	Powers & Duties
1)	<b>Economic Adviser</b>	<b>Economic Adviser</b> enjoys the powers of Head of the Department as well as Head of the Office laid down in the Service Rules P.F.R., Standing orders issued by the Govt. C.S.R. and in any other Rules/instructions etc. issued by the Government from time to time.
2)	<b>Director (Admn.)</b>	<b>Director (Admn.)</b> has been delegated some administrative powers by Economic Adviser to run the office smoothly .
3)	<b>Joint Directors</b>	<b>Joint Directors</b> provide tips of desired guidance in day to day research work on matters relating to economic and statistical issues.
4)	<b>Deputy Economic and Statistical Advisers</b>	<b>Deputy Economic and Statistical Advisers and Research Officers</b> supervise the analysis of data and preparation of reports/publications.
5)	<b>Research Officer</b>	<b>Research Officer</b> supervise the analysis of data and preparation of reports/publications.
6)	<b>District Statistical Officers</b>	<b>District Statistical Officers</b> supervise the statistical works at district level.
7)	<b>Assistant Research Officers</b>	<b>Assistant Research Officers</b> are mainly responsible for analysis and interpretation of data, tabulation of data and prepare reports/publications.
8)	<b>Statistical Assistants</b>	<b>Statistical Assistants</b> scrutinize the data collected by investigators and that data is included in different reports/ publications.
9)	<b>Investigators</b>	<b>Investigators</b> collect data from the field for the concerned branch and compile the data.

**2.2 Powers and duties of other employees:**

**Duties of Establishment Branch Employees**

<b>S.no</b>	<b>Designation</b>	<b>Powers &amp; Duties</b>
<b>1</b>	<b>Senior Assistant -I</b>	Work related to Group-I and II and post of Librarian such as appointments, posting, promotion, transfer, seniority, confirmation, proficiency. Disciplinary action, confidential report and property returns, Amendment of rules of group I, 2 and 3. Policy cases and related court cases to these issues.
<b>2</b>	<b>Senior Assistant-II</b>	Total work such as appointment, promotion, posting, transfer, seniority, confirmation, proficiency, disciplinary and related court cases related to A.R.Os, S.As & Supdtt. Posts
<b>3</b>	<b>Senior Assistant-III</b>	<ol style="list-style-type: none"> <li>1. General Circulars and Instructions.</li> <li>2. All returns/reports.</li> <li>3. Meeting of Audit/Inspection committee.</li> <li>4. Work related to inspection of D.S.O.offices and inspections etc.</li> <li>5. Cases concerning to training, seminar, conferences etc.</li> </ol>
<b>4</b>	<b>Senior Assistant I-IV</b>	<ol style="list-style-type: none"> <li>1. Work relating to treasury/cashier.</li> <li>2. Supervision of care taker.</li> <li>3. Staff of Group-4 and Drivers.</li> </ol>
<b>5</b>	<b>Senior Assistant-V</b>	Work related to Establishment of all ministerial staff (Clerk, senior Assistant, Junior Assistant, Steno-typist, Junior Scale Stenographer, Senior Scale Stenographer, tracer and Draftsman and their issue related to court cases.
<b>6</b>	<b>Senior Assistant-VI</b>	Work related to all Investigator staff concerning court cases.
<b>7</b>	<b>Senior Assistant-VII</b>	<ol style="list-style-type: none"> <li>1. Work concerning accommodation for office, getting, permission of Honorarium.</li> <li>2. Court cases related to these matters.</li> <li>3. All work concerning the staff Data Entry Operator.</li> <li>4. Work concerning of Electricity, water, and telephone.</li> </ol>
<b>8</b>	<b>Senior Assistant-VIII</b>	Plan and Non Plan Budget of the Department and related court cases as well.
<b>9</b>	<b>Senior Assistant-IX</b>	<ol style="list-style-type: none"> <li>1. Work concerning traveling /contingency bills and traveling programme.</li> <li>2. Medical bills.</li> <li>3. Preparation of outlay (expenditure) report of the department.</li> <li>4. Work concerning to the A.C.R.'s of the all officials of the department and work as correction of A.C.R.'s.</li> </ol>

<b>10</b>	<b>Senior Assistant-X</b>	Work concerning preparation of pay bill/recovery bill/Advances and Medical, issuing of N.D.C. concerning loan and work related to income tax of the staff of the department.
<b>11</b>	<b>Senior Assistant-XI</b>	Work concerning up- keep of G.P.F. account and ledger, issues of statements of Group- I, 2, 3, and 4 besides inspection and forwarding of loans and advances of all types.
<b>12</b>	<b>Senior Assistant-XII</b>	<ol style="list-style-type: none"> <li>1. All work concerning G.I.S.</li> <li>2. Department work related to permission of L.T.C./Advances and issues of identity cards to staff.</li> </ol> <p style="text-align: center;">All the above Senior Assistants are assisted by Junior Assistants/Clerks/Stenos in the disposal of all matters of establishment.</p>



Name of the Post	Sanctioned Posts	Sanction Pay Scale	Level
<i>1</i>	<i>2</i>	<i>3</i>	
<b>Group-A Posts</b>			
i. Economic Adviser	1	123400-210000	29
ii. Joint Directors	2	91500-203400	24
iii. Dy. Economic & Statistical Adviser	15	67400-201200	21
iv. Research Officer	22	56100-177500	18
v. Superintendent Grade-I	1	48700-154300	16
<b>Sub-total Group-A (i to v)</b>	<b>41</b>		
<b>Group-B posts</b>			
i. Assistant Research Officers	64	43000-136000	12
ii. Supdt. Grade-II	2	47600-151100	14
iii. Senior. Astd.	21	38500-122700	11
iv. Senior Scale Stenographer	3	38500-122700	11
<b>Sub Total Group-B posts (i to iv)</b>	<b>90</b>		
<b>Group-C posts</b>			
i. Librarian	1	35600-112800	9
ii. Junior Scale Stenographers	5	29700-94100	8
iii. Junior Assistant/Clerk	16	28900-91600	7
iv. Investigator	170	20200-64000	3
<b>Sub-total Group-C (i to iv)</b>	<b>192</b>		
<b>Group-D posts</b>			
ii) Head Peon	1	18400-58500	2
ii) Daftri	1	18000-56900	1
iii) Peon/Sweeper-cum-Chowkidar	101	18000-56900	1
<b>Sub-total Group-D (i to iii)</b>	<b>103</b>		
<b>Grand Total (Group A+B+C+D)</b>	<b>426</b>		

Note : 9 posts of DFREI are excluded in the total posts

Service Rules of Economic & Statistical Organisation are available:

[www.esopb.gov.in](http://www.esopb.gov.in)

### **3rd Manual: Procedure followed in decision making**

#### **3.1 Process of decision making:**

This Office has no public dealing. It deals with the collection, compilation and analysis of primary as well as secondary data. The cases/P.U.Cs/subjects relating to the work are initiated by Statistical Assistants/Assistant Research Officers/ Research Officers and submitted to Deputy ESAs and further to Joint Directors and then to Directors which are disposed of at the level of Economic Adviser, Secretary Planning, Minister-in-charge and Chief Minister.

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 submit to Branch Incharge 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.

#### **3.2 Final decision making authority:**

Head of the office, Economic Adviser, Secretary Planning, Minister-in-charge and Chief Minister

### 3.3 Related provisions, acts, rules etc:

Government of Punjab  
Department of Planning  
(Planning Branch)

#### STANDING ORDER

In pursuance of the provisions of Rules 18,19 and 28 (1) of the Rules of Business of the Govt. of Punjab ,1992 as framed vide Punjab Government Order No.15/1/92 –GC (2) /3214 dated 25th February,1992 (as per amended up to 28<sup>th</sup> February, 2005)and in super-session of the previous standing orders issued vide No. 12/30/90-SP/597-606 dated 29.5.2007 and No 12/30/90-5P/663-669 dated 23.06.2008 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 govt. 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  
10.5.2017

Manpreet Singh Badal  
Finance&PlanningMinister,Punjab.

No.12/30/90-5P/258-262

Dated Chandigarh the 15.5.2017

A copy is forwarded for information to the :-

1. Principal Secretary to Governor, Punjab.
2. Principal Secretary to Chief Minister, Punjab.( 8 copies)
3. Prinipal Secretary to Government of Punjab ,Department of General Administration (in coordination Branch) w.r.t. I.D. No.15/4/95GC(5) /3982 dated 3.4.2017
4. Special Secretary to Finance Minister, Punjab.
5. Secretary/Chief Secretary

Special Secretary Planning

Copy is forwarded to the :-

1. PS/Additional Chief Secretary Planning ,Punjab.
2. PA/ Special Secretary Planning, Punjab.
3. The Economic Adviser to Govt. 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-CG (2)/21008,dated 24.11.1992)

1. Constitution of District Planning Boards.
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 or any other organization.

## ANNEXURE-I A

List of cases to be submitted to the Chief Minister, Punjab for passing orders as per provision of Rule. 28 (1) 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 schedules.
2. Cases which affect or likely to affect the interest of the Schedule 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. Proposal for the confirmation of the Head of the Department.
6. Any communication from the Election Commission especially when reference to its requirement to staff and action proposed to be taken thereon.
7. Any Department from those rules which comes to the notice of Chief Secretary or any Secretary.
8. Proposals for creation and abolition of gazetted 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 scale, grant or lease of Government property between Rs. 25,000/- and Rs.75,000/- in value or the abandonment or reduction of revenue, between Rs.25,000/- and Rs. 75,000/- except when such alienation , sale ,grant of revenue is in accordance with the rules or with a general scheme already approved by the Council.
11. Construction of State level Commission 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 in a statutory committee or where the policy laid down as a result of discussion is binding on the Department or the Organisation which constituted to 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 Gazetted 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 clauses 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. All Legislative business relating to Vidhan Sabha/Lok Sabha,Rajya Sabha.
2. Important case involving major question of policy of principal.Cases regarding meetings of National Development Council Important Court Cases.
3. Constitution of committee/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 provision of the Rules of Business or of the Standard Orders issued by the Department of Administrative Reforms. All cases to be submitted to other Ministers
5. Annual Administration Report of the Department.

### **II.-A Plan Scheme (of all Departments)**

1. Board guidelines for formulation of Annual Plans/Five Year Plan and Finalization of Annual Plans/Five Years Plan and meetings of the State Planning Board.
2. Schemes coming for approval from the District Planning Boards.
3. All cases of final rejection of Departmental proposals when they are received from Ministers.
4. Reviews of Annual Progress of Plan as a whole.

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

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

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

1. Appointments by promotion or transfer to gazetted posts 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 Services 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 involved change of station of posting.
6. Cases in which this is proposed to stop Group 'A' officers including Directors/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) Proposals for imposing a major penalty on group 'B' officers.  
(d) Review of an order imposing any penalty on Gazetted Officers.
8. Representation by Group 'A' against the remarks 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' & 'B' officers.
11. Representations against fixation of Seniority and revision of seniority of Group 'A'
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. Department Services Rules.
14. Permitting or with holding of applications of employees for training or desigment abroad, Deputation for training abroad.
15. Deputation of Group 'A'.
16. (a) Grant of earned leave to the Head of Department where a substituted is needed.



(b) Grant of Ex-India Leave to Gazetted and Non-Gazetted employees

17. Tour programme of Secretary Planning.
18. Resignation from services of Group 'A'.
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 Gazetted officers are to be shown to C.M. also.
21. Reduction in retirement benefits/out in pension of Gazetted officers.
22. Cases of extension in service of re-employment of an employee.
23. All other cases relating to Gazetted Group 'A' officers not specially covered under any items 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 related to progress reports of Public Accounts Committee of Vidhan Sabha, including Estimates Committees.
2. Amendment of Acts and Rules which do not change the basic frame work.

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

1. Formulation of Annual Plans/Five Year Plans.
2. Clearance of new plan schemes involved expenditure and supplementary demands above Rs. 10.00 lakh.
3. Diversion of funds from one major Head to the other major Head above Rs. 10.00 lakh
4. Quarterly review of progress of Plan Scheme.
5. 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 (Planning Board and E.S.O.)**

1. Payment from the State revenue for the damages in suit brought by or against non-gazetted employees.
2. Grant /withdrawal of special pay, personal pay, etc. and allowances and grant of advance increments to non-gazetted employees.
3. Purchase of staff cars/jeeps.

### **IV. Personal (Planning Board and E.S.O.)**

1. Appointments by direct recruitment to gazetted posts on the advice of the Punjab Public Service Commission.
2. Regular promotion within Group-A posts.
3. Cases relating to extension of probation of Group-B officers or termination of services or reversion of Group-D, probationers. Reversion of Group-B officers.
4. Postings and transfer 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 specialists and confirmation of E.A.  
(b) Cross in which it is proposed to step an employee at the proficiency step up (except Group-A officers).
6. (a) Proposal for charge taking disciplinary action, or for imposing a major penalty on a Group-B, officers.  
  
(b) Appeals against orders imposing any penalty on non-gazetted employees except appeals and representations against the order of the Heads of Departments involving removal /dismissal of non-gazetted employees.  
  
(c) Issue of warning to Group-A officers.
7. Representation by Group-B officers and non-gazetted employees against the adverse remarks in the confidential reports, given or countersigned by the Administrative Secretary.

8. Cases of Group-B officers to be referred to the Vigilance Department for inquiry.
9. Cases relating to the treatment of the period of suspension of gazetted 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 to non-gazetted posts.
14. Cases of extension of probation of non-gazetted probationers, reversion of non-gazetted employees (Planning Board).
15. Postings and transfers of officers within the Planning Board.
16. Casual Leave to Special Secretary/Additional Secretary/Joint Secretary, Directors and R.O.
17. Permission 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/Additional Secretary/Joint Secretary, Directors, E.A., payment of T.A. D.A. to Directors/ Members/E.A. and counter 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 Directors/E.A.  
(b) Cases in which it is proposed to refuse sanction under the conduct rules cases of Group-B Officers.
22. Cases of extension beyond 50/55 years of Group-B and non-gazetted employees where adverse entries of refusal to extension are involved.
23. (a) Retirement from service of Group-B Officers.  
(b) Retirement/resignation from service of Group-B officers.
24. Reduction in retirement benefits/cut in pension of non-gazetted officers.
25. Premature compulsory retirement from service of non-gazetted employees.
26. Grant of honorarium and permission to accept fees to Directors/E.A.

27. Sanction of loans/advance-Car/scooter/GP Fund/House Building to repair etc. advances to Director E.A.
28. Sanction/Counter/signatures of medical re-imbusement bills of Director/E.A.
29. New Telephones to offices.
30. All other cases accept policy cases, relating to gazetted 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 Planning Commission.
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 defense filling of affidavits, filling 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.

### **II. Plans schemes of the Departments**

1. Clearance of new plan schemes involving expenditure and supplementary demands upto Rs. 10.00 lakh.
2. Diversion of funds from one major Head to the other major Head Upto Rs. 10.00 lakh.
3. Monthly review of progress of Plan schemes.
4. Scheme wise break up after allocation has been made under various heads/sub-heads of development.
5. Powers to accept surety bonds of Non-Governmental organizations.

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

1. Reacquisition to the Punjab Public Service Commission, after the number of vacancies to be not filled has been determined.
2. Appointments by direct recruitment or by promotion or by transfer to non-gazetted posts in the Punjab State Planning Board. Cases relating to the determination of the suitability of candidates for appointments to non-gazetted posts.
3. (a) Proposals for charge-sheeting or taking disciplinary action or for imposing any penalty on non-gazetted employees (Planning Board.)  
(b) Issue of warning to Group-B officers and non-gazetted employees (Planning Board).
4. Representations by non-gazetted employees against adverse remarks in these confidential reports not given to countersign by Special/Additional/Joint Secretary or Directors.
5. Reports of such enquiries against Group-B Gazetted and non-gazetted employees as or not disclose misconduct or corruption to be submitted to the Minister-in-charge.
6. Suspension of non-gazetted employees and case relating to their period of suspension.
7. Deputation of non-gazetted employees.

8. (a) Cases in which it is proposed to refuse sanction under the conduct rules except to Group-B officers.  
(b) According sanction under the conduct rules and permission for perusing higher studies (excepting Director/E.A.)
9. All cases of extension beyond to 50/55 years where no adverse entries to refuse extension involved.
10. Approval of service for purpose of retirement benefit where such as approval by the Govt. is required.
11. Waiving off claims of recovery from government employees where recovery can be waived under instruction of Govt.
12. Payment of cargo 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 with holding of applications of employees for training or assignments within the country and deputations for training courses within the country (except Directors/E.A.)
15. Sanction of loans/advances /G.P. Fund /House Building repairs etc. to gazetted /non- gazetted employees (except Directors/E.A.) .
16. All cases of time-barred claims, investigation/adhoc payment thereof.
17. All cases relating to grant of honorarium and permission to accept fee not required to be put up to Secretary Planning.
18. All cases of earned leave of Group (B) officers other than E.A. / Directors which do not involve consequential transfers of offices from one station to another.
19. All cases relating to non-gazetted employees not specifically required to be put up to Secretary Planning under this standing order.
20. Sanction of Medical reimbursement bills of all officers/official(except Directors/EA).
21. Tour Programmes of Directors, payment of TA/DA and counter signatures of TA bills of these officers.

**ANNEXURE- V**

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

1. Proposals to charge sheet or taking disciplinary action or for proposing any penalty on Group C& D Government Servant working in Branch (s) and Division of Planning Board under his charge.
2. Issue of warning to Group C & D Government servants of Punjab Civil Secretariat /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 the Special Secretary/Additional Secretary/Joint Secretary.**

**3.4 Time limit for taking a decision, if any:**

\_\_\_N.A\_\_\_\_\_

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**3.5 Channels of supervision and accountability:**

The work of the subordinate officer/official is supervised by the next level in the administrative hierarchy.

#### **4th Manual: Norms for discharge of functions**

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

<b>S.no</b>	<b>4.1) Nature of functions/services offered</b>	<b>4.2) Norms/standards for functions / service delivery</b>	<b>4.3) Time-limits for achieving the targets</b>	<b>4.4) Reference document prescribing the norms</b>
1)	Acts as data bank and caters to the statistical needs of the state and other stakeholders.	As per the service rules.		



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

5.1 Title and nature of the record / manual / instruction Gist of contents:

S.no	Title	Nature	Gist of Content
1)	Service Rules	<ol style="list-style-type: none"> <li>1. Punjab Economic &amp; Statistical Organisation (State Service Class-I) First Amendment               <ol style="list-style-type: none"> <li>a. Rules 1986.</li> </ol> </li> <li>2. Punjab Economic and Statistical Organisation (State Service Class II) Rules 1963.</li> <li>3. Punjab Economic and Statistical Organisation State Service (Class-III) First Amendment Rules, 1986.</li> <li>4. Punjab State (Class-IV) Rules 1963 as amended from time to time.</li> <li>5. Punjab Civil Services General &amp; Common Conditions of Service Rules, 1994.</li> <li>6. Punjab Civil Services Vol. I Part I</li> <li>7. Punjab Civil Services Vol. I Part II</li> <li>8. Punjab Civil Services Vol. I Part III</li> <li>9. Punjab Financial Rules</li> <li>10. Punjab Budget Manual</li> <li>11. Standing Orders of the Department</li> <li>12. Manual of Instructions and service matters printed by the Personnel Department from time to time</li> <li>13. Manuals of Instructions on financial matters printed by the Finance Department.</li> <li>14. Manual of Instructions on Reservation Policy printed by Welfare Department.</li> <li>15. Manual of Instructions printed by Health Department for settling medical claims of Govt. employees/ pensioners.</li> <li>16. Rules of Business of Govt. of Punjab /Allocation of Business Rules.</li> <li>17. Regulations and Instructions governing the work of Economic &amp; Statistical Organisation, Punjab.</li> <li>18. Manual of Instructions regarding reservation of ex-servicemen.</li> <li>19. Manual of Instructions by Vigilance</li> </ol>	Covering the service conditions and rules formulated by the Government.

		Department. 20. Punjab Civil Service (Promotion of Stenographers) Rules, 1961. 21. Service Books, A.C.Rs. Appointment /Promotion /Leave Account Service Benefit	
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**6th Manual: Categories of documents held by the Authority or which are under its control**

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

<b>Name of the Document</b>	<b>Procedure to obtain the Document</b>	<b>Held by/Under control of</b>
<ul style="list-style-type: none"> <li>1 Service books and Personnel files</li> <li>2. Details of Release of Advertisements &amp; Payments</li> <li>3. Brochures &amp; Publicity Material CDs Etc.</li> <li>4. Diary/ Dispatch Registers (<b>Example</b>)</li> <li>5. Cash Book</li> <li>6. Ledger</li> <li>7. Vouchers of Cash, Bank and Journals</li> <li>8. Balance Sheet</li> <li>9. Salary Register</li> <li>10. Provident Fund Register</li> <li>11. Annual Returns</li> <li>12. Correspondence with various Govt. Departments</li> <li>13. Leave Record of Employees</li> <li>14. Attendance Registers</li> </ul>	<p>Approach Public Information Officer</p>	<p>HOD</p>

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

Deputy ESAs play pivotal role in the formulation, implementation and evaluation of the district plan schemes. District planning committees have been constituted and headed by the chairperson. 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 of the ratio between the population of the Rural areas and of the Urban areas in the District. The Chairperson of the committee shall be chosen from amongst the members of the committee by the State Government by nomination. The Deputy Economic and Statistical Advisor of the District shall be the ex-officio Joint Secretary of the committee.

The directorate of Economic & Statistical Organisation, Punjab and its ex-officio at district level act as data bank for scholars, researchers and other agencies.

7.1 *Relevant rule, circular etc:*

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

**PUNJAB GOVERNMENT GAZETTE**

**EXTRAORDINARY**

**Published by Authority**

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

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**(AGRAHAYANA 7, 1927 SAKA)**

**LEGISLATIVE SUPPLEMENT**

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<b>The Punjab District Planning Committees Act, 2005</b>	
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Nil	

Price: Rs. 2.70

(AGHN.7,1927 SAKA)

**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>(II) 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>                  |

Constitution  
of District  
Planning  
Committee.

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.

1. (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.

Terms of  
members  
of the  
committe

- 
- 5.** 1) Subject to the provisions of this Act, the Committee shall exercise powers and perform. The functions as mentioned below:-
- Function 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.
- 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.
- Abolition of DP & DB.
- 7.** (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.
- Meetings
- (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. (1)** 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 rejudicial 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  
Power to  
issue  
directions

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

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

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

Power to  
make  
rules

(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.

(AGHN.7,1927 SAKA)

Power to  
remove  
difficultie

- 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.
- (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.  
7176 LR(P)-Govt Press,UT,Chd

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

8.1 Name of the Board, Council, committee etc

<b>S.no</b>	<b>Name of the Board/Council/committee etc</b>	<b>Member Name</b>	<b>Designation</b>	<b>Address</b>	<b>Contact Details (Email, Phone, Fax, Mobile)</b>
1)	District Planning & Development Committees				
2)					
3)					

8.2 Composition Powers & functions:

8.3 Whether their meetings are open to the public?

8.4 Whether the minutes of the meeting are open to the public:

8.5 Place where the minutes if:

8.6 Open to the public is available?

Guidelines attached

**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 74th Constitutional Amendment, 1992.  
Kindly refer to the subject cited above.

3. 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. No *	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 nominated by the State Govt.
			Member to be elected from the Zila Parishad members.	Member to be elected from the Urban Local Bodies.	Total Elected	
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	S.B.S. Nagar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Shri Mukatsar Sahib	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	Firozpur	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	S.A.S. Nagar	15	7	5	12	3
19	Tarn Taran	15	10	2	12	3
20	Barnala	15	7	5	12	3

\* Present Status

3. The 1/5<sup>th</sup> number of members are to be nominated by the State Government. For the 4/5<sup>th</sup> of the members 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:-
  - 3.1 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.
  - 3.2 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.
  - 3.3 2/3<sup>rd</sup> of the total directly elected members would constitute a quorum for conducting the meeting for election.
  - 3.4 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.
  - 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college.

- 3.6 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.
- 3.7 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).
- 3.8 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.
- 3.9 If the number of contesting candidates is 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.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs ( ) or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 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.
- 3.12 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.
- 3.13 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.
- 3.14 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.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 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.

- 3.17 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.
- 3.18 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.
- 3.19 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 5<sup>th</sup> 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 of
- 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.

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

**9.1 Name and designation**

**(As on 31.3.2022)**

Sr. No.	Name & Designation	Residential Address	Office Phone	Mobile No.	Fax
<b>1. Amritsar</b>					
<b>Assistant Research Officers</b>					
1	Sandeep Kumar, Assistant Research Officer	2309, Karmo deori, Amritsar	9872019464	9872019464	
2	Sadhna Sharma, Assistant Research Officer	225, katra sufaid i/s lahori gate Amritsar	9815716816	9815716816	
<b>Statistical Assistants</b>					
3	Gurmeet Singh, Statistical Assistant	Vpo lashkari nangal, post office guru ka bagh, teh ajnala, distt. Amritsar	9592975414	9592975414	
4	Kawaljit Kaur, Statistical Assistant	Vpo kotla gujran, tehsil Amritsar, distt. Amritsar	9915757168	9815757168	
5	Kawaljit Kaur, Statistical Assistant	Vpo gharinda, near govt primary school, distt. Amritsar	9815571429	9815571429	
6	Gurdial Singh, Statistical Assistant	Vpo rayya, teh Amritsar, distt. Amritsar	9878142814	9878142814	
<b>Senior Assistants</b>					
7	Davinder Kaur, Senior Assistant	H.no. 92-A, gali no. 1, jhujhar singh avenue, airport road Amritsar	9914916531	9914916531	
<b>Steno Typist</b>					
8	Kulwinder Kaur, Steno Typist	32 B, guru amardas avenue, ajnala road Amritsar	9888464507	9888464507	
<b>Junior Assistant</b>					
9	Neelam kumari, Junior Assistant	H.No.54, tailor road, Amritsar	9464477245	9464477245	
10	Narinder Singh, Junior Assistant	H.No.910, Gali No. 5, Sharifpura, Amritsar	8872516583	8872516583	
11	Asha Rani, Junior Assistant	H.No. 20, Beauty Avenue Ram tirth road Amritsar	8437401414	8437401414	
<b>Investigator</b>					
12	Baljit kaur, Investigator	vpo tarsika, baba bakala, Amritsar	9855273856	9855273856	
13	Amandeep Kaur, Investigator	vpo jaspal, baba bakala Amritsar	9915721476	9915721476	
14	Simarjit Kaur, Investigator	H.no. 110, jhujhar singh avenue, airport road, Amritsar	9855019211	9855019211	
<b>Peon Sweeper cum Chowkidar</b>					
15	Kimarjit Kaur, Peon Sweeper cum Chowkidar	H.no. 2140, gali no. 2, girwali gate gujarpura, Amritsar	8054611845	8054611845	
16	Parween Sharma, Peon Sweeper cum Chowkidar	Jagdamba Colony, Gali No. 8 H.no.72, majitha Road, Amritsar	7837368472	7837368472	



<b>2. Bathinda</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Ravinder Paul Dutta, Deputy Economic and Statistical Adviser	H. No. 426, St no.4, Vijay Nagar, Hoshiarpur. pin Code. 146001	01642217050	9465067916	
<b>Assistant Research Officers</b>					
2	Ranjeet Singh, Assistant Research Officer	H.No.14128, St. no.06,Ganesh Nagar, Bathinda	01642217050	9815970540	
3	Charnjit Kaur, Assistant Research Officer	Sarabha Nagar, Street no.1, Bathinda	01642217050	9041476231	
<b>Statistical Assistant</b>					
4	Rupinder Singh, Statistical Assistant	#80, House fed Colony, Bathinda	01642217050	9653610319	
<b>Investigator</b>					
5	Gurpreet Kaur, Investigator	#78, Gali No.2C/1 vishal Nagar Phase-1, Bathinda	01642217050	9417940845	
6	Sandeep Kumar, Investigator	C/o Dharampal Halwai, W.No.02, Bhucho Mandi	01642217050	9569305844	
<b>Head Peon</b>					
7	Karamjit Singh, Head Peon	Gali no.1/A, Guru Nanak Nagar, Bathinda	01642217050	9463374905	
<b>3. Faridkot</b>					
<b>Statistical Assistant</b>					
1	Paramjit Kaur, Statistical Assistant	V.P.O Thakarpura, Teh. Patti, Distt.TarnTaran	7888342107	7888342107	
<b>Investigator</b>					
2	Girish Kumar, Investigator	Street No. 1, Kothi No. 74, Guru Nanak Colony, Faridkot	8427500476	8427500476	
3	Sandeep Singh, Investigator	Quarter No. 57, D Govt colony, Faridkot	7508699002	7508699002	
<b>Data Entry operator</b>					
4	Kuldeep Singh, Data Entry operator	Jeet Avenue, Street No. 3, Near Tara Palace, Faridkot	7986850596	7986850596	
<b>Peon Sweeper cum Chowkidar</b>					
5	Sukhjot Singh, Peon Sweeper cum Chowkidar	Prem Nagar, Street No. 1, Kotakpura	9915831844	9915831844	
6	Baljit Singh, Peon Sweeper cum Chowkidar	Guru Tegh Bahadur Nagar, Machakimal Singh Road, St No. 2, Faridkot	9815532851	9815532851	
<b>4. Fatehgarh Sahib</b>					
<b>Statistical Assistant</b>					
1	Harmandeep Kaur, Statistical Assistant	C/o Urwinder Singh, Village Mehdoodan, Fatehgarh Sahib	01763232363	9888880875	
<b>Junior Assistant</b>					
2	Charanjit Singh, Junior Assistant	C/o Harinder Singh, Village Kotla Bajwara.	01763232363	8699734370	
<b>Peon Sweeper cum Chowkidar</b>					

3	Mota Singh, Peon Sweeper cum Chowkidar	C/o Kathera Mohalla, W.No. 10, Bassi Pathana	01763232363	9814035044	
<b>5. Ferozpur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Surinder Kumar, Deputy Economic and Statistical Adviser	# no. 521 A, Mohalla Saraj Ganj, Back side lovely bake atudio Jalandhar	01632246753	9465593655	
<b>Statistical Assistant</b>					
2	Nirmal Singh, Statistical Assistant	Sh.Ganesh Enclave, Kothi No. 38, Block A, Ferozpur City	01632246753	9781497003	
3	Avtar Singh, Statistical Assistant	C/O Sh.Jagmohan singh, Sh.Ganesh Enclave, kothi No. 117 Block A, Ferozpur City	01632246753	9463342525	
4	Gurpreet Singh, Statistical Assistant	C/O Sh.Ganesh Enclave, Kothi No. 104, Block B, Ferozpur City	01632246753	8146990472	
<b>Senior Assistant</b>					
5	Paramjit Kaur, Senior Assistant	VPO samalsar, District moga	01632246753	9464827009	
<b>Steno Typist</b>					
6	Harjinderpal, Steno Typist	Sh.Ganesh Enclave, Kothi No.104, Ferozpur City	01632246753	9463172097	
<b>Junior Assistant</b>					
7	Baljit Kaur, Junior Assistant	Veer Nagar House, No. 15, Gali No. 1, Ferozpur City	01632246753	8528269602	
8	Sanjeev Maini, Junior Assistant	#12/24, kile wali gali, Ferozpur City	01632246753	8146600680	
<b>Investigator</b>					
9	Lakhwinder Singh, Investigator	#15, Veer Nagar, Gali No. 1, Ferozpur City	01632246753	9878098370	
10	Baljeet Singh, Investigator	Sh.Ganesh Enclave, Ferozpur City	01632246753	9781867062	
11	Harjinder Singh, Investigator	#10, Dashmesh Nagar, gali No. 1, Ferozpur City	01632246753	9914644379	
12	Tarsem Lal, Investigator	Ward No.8, New Nanakpura, Ferozpur City	01632246753	8146600688	
<b>Data Entry operator</b>					
13	Gurnam Kaur, Data Entry Operator	Jalandhar Colony, Ferozpur City	01632246753	8427779378	
<b>Peon Sweeper cum Chowkidar</b>					
14	Jiwan, Peon Sweeper cum Chowkidar	Housing Board Colony, Ferozpur City	01632246753	8054908049	
<b>6. Gurdaspur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Ashok Kumar, Deputy Economic and Statistical Adviser	Bank Colony, Angooran wala Bagh, District Pathankot.	01874222722	9915612553	
<b>Statistical Assistant</b>					
2	Renu Bala, Statistical Assistant	Moh. Model town, Near Kothe Bim sein, dinanagar, District Gurdaspur.	01874222722	8146554048	

3	Davinder Kaur, Statistical Assistant	Daddupura Road, Old Bus Stand Majitha, District Amritsar	01874222722	9914453650	
4	Suman Bala, Statistical Assistant	Durga Colony, Beramhpur Road, Near HRA Lotus School, Gurdaspur	01874222722	8146888840	
<b>Senior Assistant</b>					
5	Gurmej Singh, Senior Assistant	H No. 402/14 New Sant Nagar, Gurdaspur.	01874222722	8427084329	
<b>Steno Typist</b>					
6	Kulwantpal Kaur, Steno Typist	Basant Avenu Moh. Islamabad, Gurdaspur.	01874222722	9781911066	
<b>Junior Assistant</b>					
7	Paramjit Kaur, Junior Assistant	Vill. Ariyan Wali P/o Dhandiala Nazara, Teh. Batala, District Gurdaspur	01874222722	9872948534	
8	Kewal Singh, Junior Assistant	VPO. Kahlwan, Teh. Batala, District Gurdaspur	01874222722	9914574387	
<b>Clerk</b>					
9	Nishan Singh, Clerk	Guru Amardas Clonoy, Batala District, Gurdaspur	01874222722	9872346359	
<b>Investigator</b>					
10	Gurpreet Singh, Investigator	Krishna Nagar, Qudian Teh: Batala, Gurdaspur	01874222722	9815449650	
11	Charanjit Singh, Investigator	New Abadi, Umarpura, Batala, District Gurdaspur	01874222722	9915373975	
<b>Peon Sweeper cum Chowkidar</b>					
12	Mandeep Sharma, Peon Sweeper cum Chowkidar	Vill.+ Po. Abdullapur Teh. Mukerian, District Hoshiarpur.	8727858143	8727858143	
<b>7. Hoshiarpur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Naresh Kumar, Deputy Economic and Statistical Adviser	106/13 maduban colony raj nagar kapurthla road Jalandhar	01882222391	9814716670	
<b>District Statistical Officers</b>					
2	Balwant Singh, District Statistical Officer	Malkiat Enclave Near Guru Nanak Flour Mill, Piplanwala (Hsp)	01882222391	9465389022	
<b>Statistical Assistant</b>					
3	Gurdial Singh, Statistical Assistant	Vill. Miran Chak, P.O. Akal Garh Dhappian, Teh. & Distt. Amritsar	01882222391	9878142814	
4	Dharminder Singh, Statistical Assistant	Vill. Chhina Veeran, PO Udhanwal, Teh. Batala, Distt. Gurdaspur	01882222391	8558043421	
5	Sukhjinder Singh, Statistical Assistant	VPO Mari Buchain, Distt. Gurdaspur	01882222391	9872509930	
<b>Senior Assistant</b>					
6	Rajinder Kaur, Senior Assistant	VPO Panchhat, Teh. Phagwara, Distt. Kapurthala	01882222391	9463772543	
<b>Junior Assistant</b>					
7	Vinay Kumar, Junior Assistant	VPO Gug Lehar, Teh. Amb, Distt. Una	01882222391	9988851637	
<b>Peon Sweeper cum Chowkidar</b>					

8	Rajni Kumari, Peon Sweeper cum Chowkidar	VPO. Loharli, Teh. Amb., Distt. Una.	0188222391	9625503490	
<b>8. Jalandhar</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Sunita Paul, Deputy Economic and Statistical Adviser	194/8, FRIENDS COLONY, NEAR DAV COLLEGE, JALANDHAR	01812223804	7696221882	
<b>Assistant Research Officers</b>					
2	Arun Kumar, Assistant Research Officer	4520/23, rANJIT PURA, PUTLI GHAR, AMRITSAR	01812223804	9023234545	
3	Deepak Grewal, Assistant Research Officer	HOUSE NO. NM 159, MOHALLA KARAR KHAN JALANDHAR	01812223804	9417659617	
<b>Statistical Assistant</b>					
4	Bhupinder Kaur, Statistical Assistant	VILL. KAKA KANDALA, TEH. TARN TARAN, DIST TARN TARAN.	01812223804	8054603751	
5	Kanta Kumari, Statistical Assistant	NEW MOHALLA, GORAYA, JALANDHAR	01812223804	9872688710	
6	Raman Deep Kaur, Statistical Assistant	TAJ CITY-2, JALANDHAR ROAD, NAKODAR.	01812223805	8146472023	
<b>Senior Assistant</b>					
7	Kulwinder Kaur, Senior Assistant	GALI NO. 3, FRIENDS COLONY, Saloh ROAD, SBS NAGAR.	01812223805	8288937245	
<b>Steno Typist</b>					
8	Lakhwinder Singh, Steno Typist	110/10, GURU NANAK PURA(WEST), JALANDHAR	01812223805	9463061213	
9	Bimla Devi, Steno Typist	135, TOWER ENCLAVE PHASE-2, JALANDHAR	01812223805	9464637997	
<b>Junior Assistant</b>					
10	Jagdev Singh, Junior Assistant	VPO ABBUWAL, TEH. RAIKOT, DISTT. LUDHIANA	01812223805	9464612321	
<b>Investigator</b>					
11	Mandeep Kaur, Investigator	VPO KOTLI SAJAWAR PUR, PO PANCHRANGA, BHOGPUR, JALANDHAR	01812223805	9876380316	
12	Rajbaljinder Singh, Investigator	HOUSE NO. D/2/2273, GALI NO. 6, CHOTTA HARIPURA, AMRITSAR	01812223805	8558048354	
13	Baldev Singh, Investigator	VPO. PAWADRA TEH. PHILLAUR, DISTT. JALANDHAR	01812223805	9814302049	
<b>Peon Sweeper cum Chowkidar</b>					
14	Dhira Singh, Peon Sweeper cum Chowkidar	VPO SABHRAN, TEH PATTI, DISTT. TARN TARAN	01812223805	9041992339	
15	Rani, Peon Sweeper cum Chowkidar	MISSION COMPOUND, CIVIL LINE, DISTT HOSHIARPUR	01812223805	7837863345	
<b>9. Kapurthala</b>					
<b>Assistant Research Officers</b>					

1	Vinod Beri, Assistant Research Officer	H.No.327 Street 12 New Jawahar Nagar Batala Road, Amritsar	01822232477	7888516078	
2	Jagpal Singh, Assistant Research Officer	27-A, Jagatjit Park, Kapurthala	01822232477	9855094794	
<b>Statistical Assistant</b>					
3	Sukhwinder kaur, Statistical Assistant	VPO HarshaShina Tehsil Ajnala Distt Amritsar	01822232477	8360094910	
4	Amarpal Kaur, Statistical Assistant	VPO Jangli Kalan Tehsil Baba Bakala Distt. Amritsar	01822232477	8146594824	
5	Sukhcharanjit Singh, Statistical Assistant	VPO Tanail, Tehsil Baba Bakala Distt. Amritsar	01822232477	9872122708	
<b>Investigator</b>					
6	Sarwan Singh, Investigator	VPO Sheron Bagha Tehsil Baba Bakala, Distt. Amritsar	01822232477	8427423695	
7	Palwinder Singh, Investigator	VPO Bhullarai Tehsil Phagwara Distt. Kapurthala	01822232477	9888227790	
<b>Data Entry Operator</b>					
8	Tamsa Adia, Data Entry Operator	12-B, Officer Colony, Kapurthala	01822232477	9915234448	
<b>Peon Sweeper cum Chowkidar</b>					
9	Gurpreet Singh, Peon Sweeper cum Chowkidar	VPO Nagoke Tehsil Khadoor Sahib Distt. Tarn Taran	01822232477	9779379484	
<b>10. Ludhiana</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Rani, Deputy Economic and Statistical Adviser	7, Gobind Nagar, Basti Gujan Jalandhar City	9815760374	9988827688	
<b>Statistical Assistant</b>					
2	Manjeet kaur, Statistical Assistant	SBS nagar dhandra road Ludhiana	9915013100	9915013100	
3	Pinki Jagdev, Statistical Assistant	H.no 50 sant enclave dhandra road dugri Ludhiana	8146087600	8146087600	
4	Gurbinder kaur, Statistical Assistant	khanna city	7355963630	7355963630	
5	Neena Tangri, Statistical Assistant	H. no 43 gali no 3/12 ishar nagar gill kanal Ludhiana	9815703759	9815703759	
<b>Junior Assistant</b>					
6	Harninder Kaur, Junior Assistant	H. no 8-B officers hostels near fountain chownk civil lines Ludhiana	8054019450	8054019450	
7	Santokh Singh, Junior Assistant	vill- mandiani sub teh mullanpur dakha, Ludhiana	9988851616	9988851616	
8	Ravinder Pal Singh, Junior Assistant	Vill- Jassowal, Distt Ludhiana	9417716067	9417716067	
<b>Investigator</b>					
9	Jyoti, Investigator	H.no 6700 St. no 2, Hargobind nagar, Ludhiana	7696271070	7696271070	
<b>Data Entry Operator</b>					

10	Sukhraj kaur, Data Entry Operator	2867-A crpf colony, Dugri Ludhiana	9988851677	9988851677	
<b>Head Peon</b>					
11	Gurmukh Singh, Head Peon	C/o Satnam singh satti, Gali no .2, Dharm kanda, new vijay nagar, Tajpur road P.O Jadhewal Basti, Ludhiana	9815592987	9815592987	
<b>11. Mansa</b>					
<b>Statistical Assistant</b>					
1	Varinder kumar, Statistical Assistant	new court road, gali no 3 Mansa	01652228508	9256047874	
<b>12. Moga</b>					
<b>Research Officer</b>					
1	Parveen kumari, Research Officer	H.No. 3268, Islam Ganj Ludhiana	01636238330	9988827688	
<b>Statistical Assistant</b>					
2	Arsal Singh, Statistical Assistant	H.No. 1836, Ward No. 1, St. No.11, Suraj Nagar, Amandeep Avenue, Moga	01636238330	9780002242	
<b>Steno Typist</b>					
3	Surinder Singh, Steno Typist	Jujhar Nagar, Gali No. 1, H.No. 391, Moga	01636238330	9646769455	
<b>Junior Assistant</b>					
4	Poonam, Junior Assistant	Desmesh Nagar, Tanki Wali Gali No. 6, Moga	01636238330	8427100836	
<b>Investigator</b>					
5	Shivdeep Goyal, Investigator	RAJINDRA ESTATE H.NO. 477 BLOCK B MOGA	01636238330	9501200817	
<b>Data Entry operator</b>					
6	Varjinder Kaur, Data Entry operator	House # 290/A, Shahid Bhagat Singh Colony, Basti Gobindgarh, Moga	01636238330	9501019103	
<b>13. Sri Muktsar Sahib</b>					
<b>Junior Assistant</b>					
1	Gurmail Singh, Junior Assistant	Tharajwala Tehsil Gidderbaha District Sri Muktsar Sahib	9417110556	9417110556	
<b>Investigator</b>					
2	Ranjit Singh, Investigator	Village Nizamseen wala Tehsil Zira District Firozpur	9914163213	9914163213	
<b>Peon Sweeper cum Chowkidar</b>					
3	Rajpal Singh, Peon Sweeper cum Chowkidar	Village Butter Sharinh Tehsil Gidderbaha District Sri Muktsar Sahib	8699200326	8699200326	
<b>14. SBS Nagar</b>					
<b>Statistical Assistant</b>					
1	Jaswant Singh, Statistical Assistant	Near Punjab& Sindh Bank Railway Road,Banga, Distt. SBS NAGAR	01823223090	8146676703	
<b>Junior Assistant</b>					
2	Tajinder Pal Singh, Junior Assistant	34/1 Guru nanak colony TT road Amritsar	01823223090	9779711554	

<b>Investigator</b>					
3	Gurinder Badhan, Investigator	VPO.Behram, Tehsil Banga,Distt. SBS NAGAR	01823223090	9815645771	
<b>Peon Sweeper cum Chowkidar</b>					
4	Himmat Kumar, Peon Sweeper cum Chowkidar	Ward No.13,VPO Mahilpur,Hoshiarpur	01823223090	9876487537	
<b>15. Patiala</b>					
<b>Assistant Research Officers</b>					
1	Jaswinder kaur, Assistant Research Officer	VPO Sidhuwal, Patiala	7888624324	7888624324	
<b>Statistical Assistant</b>					
2	Amardeep kaur, Statistical Assistant	648-b, Street no. 16, old bishan nagar, Patiala	9914531851	9914531851	
<b>Senior Assistant</b>					
3	Jagdeep Singh, Senior Assistant	H.No. C-31,Ranjit Nagar, Bhadso Road, Patiala	9872839343	9872839343	
<b>Junior Assistant</b>					
4	Jagjit Kaur, Junior Assistant	65, Rehman Niwas, Anand Nagr-A, (Ext.), Patiala	9872203279	9872203279	
5	Gurkirpal Singh, Junior Assistant	A-2, DLF Colony, Patiala	9815489098	9815489098	
<b>Investigator</b>					
6	Bikramjit Singh, Investigator	648-B, Street no. 16, old bishan nagar, Patiala	9814729977	9814729977	
7	Harpreet kaur, Investigator	village kakra, teh and VPO Bhawanigarh, distt Sangrtur	7529888817	7529888817	
8	Hemant kumar, Investigator	149, anand nagar-a, (Extn.), Patiala	9876033700	9876033700	
<b>Data Entry Operator</b>					
9	Gurwinder kaur, Data Entry operator	59, Street no. 9, guru nanak nagar, Patiala	9914023425	9914023425	
10	Iqbal Singh, Data Entry operator	146-C, Punjabi bagh, Patiala	9417700146	9417700146	
<b>Driver</b>					
11	Gurcharan Singh, Driver	village badbar, tehsil & distt Barnala	9876810153	9876810153	
<b>Head Peon</b>					
12	Gurpreet Singh, Head Peon	village daun khurd, tehsil & district Patiala	9915679824	9915679824	
<b>Peon Sweeper cum Chowkidar</b>					
13	Ram Lubhaya, Peon Sweeper cum Chowkidar	26, Ranjit Bagh, Patiala	9876057810	9876057810	
<b>16. Rupnagar</b>					
<b>District Statistical Officers</b>					
1	Harmesh Kumar, District Statistical Officer	VILLAGE KAGNA BET TEHSIL BALACHAUR, DITRICT SAHID BHAGAT SINGH NAGAR	9464235957	9464235957	
<b>Junior Assistant</b>					

2	Jagdev Singh, Junior Assistant	VPO ABBUWAL TEHSIL RAIKOT DISTRICT LUDHIANA	9464612321	9464612321	
<b>Investigator</b>					
3	Navdeep Kaur, Investigator	VPO Dhanauri, the. Chamkaur Sahib, Distt. Rupnagar	9914645737	9914645738	
4	Sukhvir Singh, Investigator	VILLAGE BASSI PO CHANOULI TEHSIL SRI ANANDPUR SAHIB DISTRICT RUPNAGAR	9463448823	9463448823	
<b>Data Entry operator</b>					
5	Ajaib Singh, Data Entry operator	VPO SANETA TEHSIL AND DISTRICT MOHALI	9878256165	9878256165	
6	Iqbaljeet Singh, Data Entry Operator	#638, Jail Singh Nagar, Rupnagar	9417803638	9417803638	
<b>Peon Sweeper cum Chowkidar</b>					
7	Ashok Kumar, Peon Sweeper cum Chowkidar	H.no.10C, OFFICER COLONY RUPNAGAR	9815784965	9815784965	
<b>17. Sangrur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Paramjeet Singh, Deputy Economic and Statistical Adviser	55, Dashmesh Avenue, opposite namdev Singh gurdwara sangrur	01672234172	9417022785	
<b>Assistant Research Officers</b>					
2	Raj Kumar, Assistant Research Officer	Dhuri Gate Phirni Road Sangrur	01672234172	9815402697	
<b>Statistical Assistant</b>					
3	Karanjit Singh, Statistical Assistant	House No. 30-B, Nabha Gate Sangrur	01672234172	9814826017	
<b>Senior Assistant</b>					
4	Vijay Lakshmi, Senior Assistant	House No. 5, Vinas Colony, Dukh Niwaran Sahib Road, Patiala	01672234172	9041872500	
<b>Steno Typist</b>					
5	Gurjeet Kaur, Steno Typist	Dashmesh Avenue Sangrur	01672234172	8729021600	
<b>Clerk</b>					
6	Tarsem Chand, Clerk	158 Housing board colony Sangrur	01672234172	9779580082	
<b>Investigator</b>					
7	Ashwani Kumar, Investigator	Patran	01672234172	9988912008	
8	Manpreet Singh, Investigator	VPO Uppli Teh. and District Sangrur	01672235172	9914045262	
9	Sandeep Rani, Investigator	Haripura road Near Bansal Hospital Sangrur	01672234172	9781745143	
<b>Peon Sweeper cum Chowkidar</b>					
10	Sandeep Singh, Peon Sweeper cum Chowkidar	VPO Ghorenab, Teh. Lehra District Sangrur	01672234172	8146858042	
<b>18. SAS Nagar (Mohali)</b>					



<b>Research Officer</b>					
1	Prem kumar, Research Officer	H.No.13 Ground Floor Rail Behar Sector-4 MDG Panchkula	9781297944	9781297944	
<b>Investigator</b>					
2	Harmeet kaur, Investigator	177,Mehak Nagar, Jhungiya Road Janta Nagar, Kharar	9855967895	9855967895	
<b>Data Entry operator</b>					
3	Sukhwinder Singh, Data Entry operator	VPO Cholta Khurd Teh Kharar, District SAS Nagar	9876722218	9876722218	
<b>Head Peon</b>					
4	Jagga Singh, Head Peon	235,Guru Nank Nagar, Banur	9814845729	9814845729	
<b>19. Barnala</b>					
1	Kamaljeet Singh, Junior Assistant	VPO Tibba, Teh. Dhuri, Sangrur	9781429203	9781429203	dyesabnl @gmail. com
2	Sukhmeet singh, Investigator	vill. Nimwala maur, vpo Sukhpura tehsil Tapa, Distt. Barnala	1679243232	9915130640	dyesabnl @gmail. com
<b>Peon Sweeper cum Chowkidar</b>					
3	Rashpal singh, Peon Sweeper cum Chowkidar	C/o satpal, H.no.b-1772. nariyan singh wala, Ditt. Barnala	1679243232	9878684852	dyesabnl @gmail. com
<b>20. Tarn Taran</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Amandeep Singh, Deputy Economic and Statistical Adviser	Gali man Singh, Amritsar Road, Tarn Taran	9814259740	9814259740	
<b>Assistant Research Officers</b>					
2	Gurinder Singh, Assistant Research Officer	Mohalla Guru ka Khoo, Tarn Taran	9888100198	9888100198	
<b>Senior Assistant</b>					
3	Gurmail Singh, Senior Assistant	v.p.o Riyya Distt Amritsar	9815422345	9815422345	
<b>Junior Assistant</b>					
4	Kamalpreet Kaur, Junior Assistant	H. No. 19B, New Golden Avenue, Amritsar	9463323883	9463323883	
<b>Investigator</b>					
5	Sourav Devgan, Investigator	Sarhali road Tarn Taran	9517672000	9517672000	
6	Navdeep Kaur, Investigator	VPO Kurivalah Distt.Tarn Taran	9463447150	9463447150	
<b>Peon Sweeper cum Chowkidar</b>					
7	Bhag Singh, Peon Sweeper cum Chowkidar	VPO Bhai Ladhu Tehsil Patti Distt.Tarn Taran	9464758092	9464758092	
8	Malkit Kaur, Peon Sweeper cum Chowkidar	Chabal road, fatahpur, Amritsar	8729098169	8729098169	
9	Kamal Kaur, Peon Sweeper cum Chowkidar	VPO Louka Tehsil Patti Distt.Taran Taran	9872801090	9872801090	
<b>21. Fazilka</b>					
<b>Deputy Economic and Statistical Adviser</b>					

1	Ravinder Pall Dutta, Deputy Economic and Statistical Adviser	# 426 Street no. 4, Vijay Nagar Hoshiarpur	01638260292	9876166091	
<b>Statistical Assistant</b>					
2	Harpal Singh, Statistical Assistant	Friend colony Street no. 2 Abohar	01638260292	9876560065	
<b>22. Pathankot</b>					
<b>Assistant Research Officers</b>					
1	Rajesh kumar, Assistant Research Officer	RSD Colony Jugial Pathankot	01862345100	7837109376	
<b>Statistical Assistant</b>					
2	Sharanjit Singh, Statistical Assistant	Vill Shin Bhatti PO Ghorewah Disst Gurdaspur	01862345100	9888042218	
<b>Senior Assistant</b>					
3	Shashi kiran, Senior Assistant	HN 26 Greater Kailash Opp CKCS Kartarpur Road Kapurthala	01862345100	9464340271	
<b>Junior Assistant</b>					
4	Parveen kumar, Junior Assistant	B6 Officer Colony Pathankot	01862345100	8558913139	
<b>Headquarter- Chandigarh</b>					
<b>Economic Adviser</b>					
1	Mohan Lal Sharma, Economic Adviser	H. No. 48, Young Dweller Society, Sector 49-A, Chandigarh	01722660137	7589000014	
<b>Joint Director</b>					
2	Jagdeep Singh, Joint Director	A-73, Wave Estate, Sector 85, SAS Nagar	01722600209	9815995021	
3	Kuldeep Kaur, Joint Director	H. No. 2873/A, Sector 42-C, Chandigarh	01722660182	9646732002	
<b>Deputy Economic and Statistical Adviser</b>					
4	Meena Rani, Deputy Economic and Statistical Adviser	H.No. 756 A, Phase 9, Mohali	9463654637	9463654637	
5	Sarabjit Kaur, Deputy Economic and Statistical Adviser	H.No. 1022, Sunny Enclave, Kharar	9646169372	9646169372	
<b>Research Officer</b>					
6	Miury, Research Officer	H.No. HM- 358, Phase 9, SAS Nagar	9876066358	9876066358	
7	Punam Gupta, Research Officer	H.NO. 2216/50 C, PEPSU Society, Chandigarh	9915839949	9915839949	
<b>Assistant Research Officers</b>					
8	Sukhwinder Singh, Assistant Research Officer	H.NO. 692, Sector 59, SAS Nagar	9855571070	9855571070	
9	Gurminder Kaur, Assistant Research Officer	H.No. 10, Phase 6, SAS Nagar	9464395385	9464395385	
10	Satkiran Lilly Bhullar, Assistant Research Officer	H.No. 2143, Sector 40-C, Chandigarh	8699713760	8699713760	
11	Sunita Prabhakar, Assistant Research Officer	H.NO. 2161, Sector 44-C, Chandigarh	9417366342	9417366342	

12	Satwinder Kaur, Assistant Research Officer	H.No. 221/A, Sector 51-A, Chandigarh	9814853053	9814853053	
13	Sita Ram, Assistant Research Officer	H.No 2259, Sector 23-C, Chandigarh	9878293675	9878293675	
14	Kuljeet Singh, Assistant Research Officer	H.No. 1197, Sector 23-B, Chandigarh	9988202078	9988202078	
15	Gautam Kapoor, Assistant Research Officer	#311, Sector 22- A, Chandigarh	6280527352	6280527352	
<b>Statistical Assistant</b>					
16	Amanpreet Kaur, Statistical Assistant	H.No. 272, Sector 123,Sunny Enclave Kharar	8054209016	8054209016	
17	Harish Kumar, Statistical Assistant	H.No. 30, Harmilap Nagar, Phase 2, Baltana, Zirakpur	9878126440	9878126440	
18	Jaswinder Kaur, Statistical Assistant	H.No. 2367, Sector 20-C, Chandigarh	9915951285	9915951285	
19	Rajwinder Kaur, Statistical Assistant	#1295-A, sector 20-B, Chandigarh	7986434604	7986434604	
20	Manjeet Kaur, Statistical Assistant	H.No. 213, Ward No. 7, Gobind Nagar, Nayan Gaon, SAS Nagar	9780580157	9780580157	
21	Tarsem Singh, Statistical Assistant	# 1894, Sector 34D Chandigarh	9815238213	9815238213	
22	Amanjot Kaur, Statistical Assistant	H.No. 2533, Phase 11, SAS Nagar	9855523602	9855523602	
23	Harbhajan Kaur, Statistical Assistant	H.NO. 1482/B, Sector 61, Chandigarh	8196058999	8196058999	
<b>Senior Assistants</b>					
24	Jaswinder Kaur D/o Sham Singh, Senior Assistant	H.No. HM 346, Phase 9, SAS Nagar	9781993347	9781993347	
25	Radha, Senior Assistant	H.NO. 5, Sector 28 A, Chandigarh	9814524754	9814524754	
26	Mandeep Singh, Senior Assistant	H.No. 2533, Phase- XI, SAS Nagar	9814422322	9814422322	
27	Shashi Bala, Senior Assistant	H.No. 1163, Sector 43 B, Chandigarh	9815990256	9815990256	
28	Satish Kumar, Senior Assistant	H.No.1613-c, Sector 35B, Chandigarh	9814007344	9814007344	
29	Sukhwinder Singh Sarow, Senior Assistant	District Office Sangrur	9501250022	9501250022	
30	Usha Rani, Senior Assistant	# 484 Street No.12, Old Bishan Nagar,Patiala	9888703831	9888703831	
<b>Senior Scale Stenographer</b>					
31	Usha Peepat, Senior Scale Stenographer	H.No. 331, Near Gugga Mari, Gilco Valley, Kharar	01722704540	9478594366	
<b>Junior Scale Stenographers</b>					
32	Satnam Singh, Junior Scale Stenographer	H.No. 39, Palsora, Chandigarh	9814810753	9814810753	

33	Jaswinder Kaur D O Balwant Singh, Junior Scale Stenographer	H.NO. 1539, Sector 20 B, Chandigarh	9316042405	9316042405	
<b>Junior Assistants</b>					
34	Kulwinder Singh, Junior Assistant	H.No. 1194, Sector 11, Ranjit Nagar, Kharar	9914511259	9914511259	
35	Kanwaljit Kaur, Junior Assistant	H.No. 1829, Sector 43-B, Chandigarh	9463643086	9463643086	
36	Rahul Kalra, Junior Assistant	H. No. 2409 B, Sector 39-C, Chandigarh	9780265658	9780265658	
37	Dilbag Singh, Junior Assistant	H.No. 213, Ward No. 4, Gobind Nagar, Naya Gaon, Mohali	8360667880	8360667880	
38	Sujata Goel, Junior Assistant	H.No.1379, Sector 15, Panchkula	9814582020	9814582020	
39	Kulbir Singh, Junior Assistant	H.No. 1264, Ward No. 9, Khanpur Kharar	9855551173	9855551173	
40	Gurbinder Singh, Junior Assistant	H.No.2944/2,Sector-47-C, Chandigarh	9888730024	9888730024	
41	Randhir Kaur, Junior Assistant	H. No. 580, Phase 4, SAS Nagar	9915771934	9915771934	
42	Saroj Bala,Junior Assistant	#1481/1,Sector 29B Chandigarh	9915236914	9915236914	
<b>Clerks</b>					
43	Sandeep Singh, Clerk	H.No. 102, VPO Dhanas, Chandigarh	9417092605	9417092605	
44	Kanwal Jit, Clerk	# 2289 A, Sector 23-C, Chandigarh	9855079363	9855079363	
45	Sanjeev Kumar, Clerk	H.No. 2594, Sector 39-C, Chandigarh	9878630164	9878630164	
46	Anil Kumar, Clerk	H.No. 2916,Sector-20-c, Chandigarh	9780274430	9780274430	
47	Jagdish Kumar, Clerk	H. No. 2320, Sector 28-C, Chandigarh	9888883826	9888883826	
<b>Investigators</b>					
48	Kulwinder Kaur, Investigator	Vill. Baironpur Bhago Majra, Landran Road, SAS Nagar	9915952371	9915952371	
49	Nancy, Investigator	H.NO. 668, Sector 30-A, RBI Colony, Chandigarh	8054714050	8054714050	
<b>Drivers</b>					
50	Balwinder Singh, Driver	H.NO. 126, Ward No. 8 Nayagoan, SAS Nagar	9417408234	9417408234	
51	Amandeep Singh, Driver	H.No. 927, Sector 60, SAS Nagar	9417544585	9417544585	
<b>Head Peon</b>					
52	Rajinder Singh, Head Peon	H.No. 2456, Sector 27-C, Chandigarh	9041957146	9041957146	
<b>Peon Sweeper cum Chowkidars</b>					
53	Haramrit Singh, Peon Sweeper cum Chowkidar	Vill. Bhago Majra , Bharampur, Teh. and Dist. SAS Nagar - 140307	8146879587	8146879587	

<b>54</b>	Kamla Pati Gautam, Peon Sweeper cum Chowkidar	H.No. 680, Sector 16D, Chandigarh	7696644178	7696644178	
<b>55</b>	Raman Kumar, Peon Sweeper cum Chowkidar	H.No. 4344, Sector 46-D, Chandigarh	9316888725	9316888725	
<b>56</b>	Gourav Parmar, Peon Sweeper cum Chowkidar	H.No. 2567, Sector-56, Chandigarh	9882264062	9882264062	
<b>57</b>	Sukhdev Singh, Peon Sweeper cum Chowkidar	H.No.2262-c,Sector- 24,Chandigarh	9988832248	9988832248	
<b>58</b>	Gurjeet Ram, Peon Sweeper cum Chowkidar	H.No. 342, Sector 29-A, Chandigarh	9815545001	9815545001	
<b>59</b>	Ravinder Singh, Peon Sweeper cum Chowkidar	Vill. Mubarakpur, Dera Bassi, SAS Nagar	9855647331	9855647331	
<b>60</b>	Balwinder Singh, Peon Sweeper cum Chowkidar	H.No. 3404, Sector 22-D, Chandigarh	7508099679	7508099679	
<b>61</b>	Charanjit Kaur, Peon Sweeper cum Chowkidar	H.No.2167, Sector 40c Chandigarh	9815319565	9815319565	
<b>62</b>	Sandeep Kumar Gupta, Peon Sweeper cum Chowkidar	H.NO. 225/A, Pipli Wala Town, Mani Majra	9876878225	9876878225	
<b>63</b>	Vishvajeet, Peon Sweeper cum Chowkidar	H.No. 2680, Sector 27-C, Chandigarh	9876477703	9876477703	
<b>64</b>	Manjit Singh, Peon Sweeper cum Chowkidar	VPO Kannaur, Khijargarh Banur	9855382638	9855382638	

**10th 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

**Head Office**

**(As on 31.3.2022)**

Sr. No.	Name & Designation	Sanction Pay Scale	Basic Pay	Level	Monthly Remuneration
<b>1. Amritsar</b>					
<b>Assistant Research Officers</b>					
1	Sandeep Kumar	43000-136000	59500	12	87520
2	Sadhna Sharma	43000-136000	65000	12	95440
<b>Statistical Assistant</b>					
3	Kawaljit Kaur	38500-122700	46000	11	68080
4	Gurdial Singh	67400-201200	13550	21	51433
5	Kawaljit Kaur	38500-122700	46000	11	68080
6	Gurmeet Singh	38500-122700	47400	11	70096
<b>Senior Assistant</b>					
7	Davinder Kaur	38500-122700	62000	11	92320
<b>Steno Typist</b>					
8	Kulwinder Kaur	29700-94100	55200	8	81988
<b>Junior Assistant</b>					
9	Narinder Singh	28900-91600	46400	7	69516
10	Neelam Kumari	28900-91600	50700	7	67596
11	Asha Rani	28900-91600	46400	7	69516
<b>Investigator</b>					
12	Amandeep Kaur	20600-65500	38400	4	53724
13	Simarjit Kaur	20600-65500	38400	4	53724
14	Baljit Kaur	20600-65500	38400	4	53724
<b>Peon Sweeper cum Chowkidar</b>					
15	Kimrajit kaur	35600-112800	10615	9	35728
16	Parween Sharma	18000-56900	34400	1	51896
<b>2. Bathinda</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Ravinder Paul Dutta	67400-201200	93200	21	136208
<b>Assistant Research Officers</b>					
2	Charnjit Kaur	43000-136000	52900	12	77776
3	Ranjeet Singh	43000-136000	54500	12	80080
<b>Statistical Assistant</b>					
4	Rupinder Singh	38500-122700	51800	11	76192
<b>Investigator</b>					
5	Gurpreet kaur	20600-65500	38400	4	56796
6	Sandeep kumar	20600-65500	38400	4	56796
<b>Head Peon</b>					
7	Karamjit Singh	20200-64000	39800	3	59412
<b>3. Faridkot</b>					
<b>Statistical Assistant</b>					
1	Paramjit Kaur	38500-122700	46000	11	65080
<b>Investigator</b>					
2	Sandeep Singh	20200-64000	24800	3	32744
3	Girish Kumar	20200-64000	38400	3	54492
<b>Data Entry Operator</b>					
4	Kuldeep Singh	25600-81200	52000	6	73260
<b>Peon Sweeper cum Chowkidar</b>					
5	Baljit Singh	20200-64000	46100	3	66518
6	Sukhjot Singh	18000-56900	25800	1	37704

<b>4. Fatehgarh Sahib</b>					
<b>Statistical Assistant</b>					
1	Harmandeep Kaur	38500-122700	47400	11	66064
<b>Junior Assistant</b>					
2	Charanjit Singh	28900-91600	50700	7	71452
<b>Peon Sweeper cum Chowkidar</b>					
3	Mota Singh	18000-56900	28000	1	40180
<b>5. Firozpur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Surinder Kumar	67400-201200	108200	21	151316
<b>Statistical Assistant</b>					
2	Gurpreet Singh	38500-122700	46000	11	65080
3	Avtar Singh	38500-122700	47400	11	67012
4	Nirmal Singh	38500-122700	51800	11	73084
<b>Senior Assistant</b>					
5	Paramjit Kaur	38500-122700	76300	11	108094
<b>Steno Typist</b>					
6	Harjinderpal	25600-81200	49000	6	69920
<b>Junior Assistant</b>					
7	Baljit Kaur	28900-91600	47800	7	68464
8	Sanjeev Maini	28900-91600	47800	7	68464
<b>Investigator</b>					
9	Harjinder Singh	20600-65500	38400	4	53724
10	Baljeet Singh	20600-65500	38400	4	53724
11	Lakhwinder Singh	20600-65500	38400	4	53724
12	Tarsem Lal	20600-65500	38400	4	49347
<b>Data Entry operator</b>					
13	Gurnam Kaur	25600-81200	53600	6	75468
<b>Peon Sweeper cum Chowkidar</b>					
14	Jiwan	18000-56900	46200	1	66656
<b>6. Gurdaspur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Ashok Kumar	67400-201200	105000	21	146900
<b>Statistical Assistant</b>					
2	Renu Bala	38500-122700	14090	11	67012
3	Davinder Kaur	38500-122700	14090	11	67012
4	Suman Bala	38500-122700	13550	11	65080
<b>Senior Assistant</b>					
5	Gurmej Singh	38500-122700	18370	11	85876
<b>Steno Typist</b>					
6	Kulwantpal Kaur	29700-94100	17450	8	78476
<b>Junior Assistant</b>					
7	Kewal Singh	28900-91600	15840	7	76744
8	Paramjit Kaur	28900-91600	17550	7	70396
<b>Clerk</b>					
9	Nishan Singh	20200-64000	10300	3	48254
<b>Investigator</b>					
10	Gurpreet Singh	20600-65500	10900	4	49236
11	Charanjit Singh	20600-65500	10900	4	49236
<b>Peon Sweeper cum Chowkidar</b>					
12	Mandeep Sharma	4900-10680	9577	0	9577
<b>7. Hoshiarpur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Sh Naresh Kumar	67400-201200	93200	21	130616
<b>Statistical Assistant</b>					
2	Sukhjinder Singh	38500-122700	44700	11	63286
3	Dharminder Singh	38500-122700	44700	11	63286
4	Gurdial Singh	38500-122700	46000	11	65080
<b>Senior Assistant</b>					
5	Rajinder Kaur	38500-122700	63900	11	90982

<b>Junior Assistant</b>					
6	Vinay Kumar	28900-91600	46400	7	66532
<b>Peon Sweeper cum Chowkidar</b>					
7	Rajni Kumari	18000-56900	24200	1	35616
<b>District Statistical Officers</b>					
8	Balwant Singh	46000-146500	71900	13	100822
<b>8. Jalandhar</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Sunita Paul	67400-201200	96000	21	140480
<b>Assistant Research Officers</b>					
2	Arun Kumar	43000-136000	59500	12	87520
3	Deepak Grewal	43000-136000	59500	12	87520
<b>Statistical Assistant</b>					
4	Raman Deep Kaur	38500-122700	47400	11	70096
5	Kanta Kumari	38500-122700	50300	11	74272
6	Rajbir Singh	38500-122700	47400	11	70096
7	Bhupinder Kaur	38500-122700	53400	11	78736
<b>Senior Assistant</b>					
7	Kulwinder Kaur	38500-122700	56700	11	84688
<b>Steno Typist</b>					
8	Bimla Devi	29700-94100	68000	8	100460
9	Lakhwinder Singh	29700-94100	56900	8	84476
<b>Investigator</b>					
10	Mandeep Bangar	0	19900	0	19900
11	Baldev Singh	20600-65500	39600	4	58724
12	Mandeep Kaur	20600-65500	39600	4	553356
13	Aastha Sharma	0	19900	0	19900
<b>Peon Sweeper cum Chowkidar</b>					
14	Dhira Singh	18000-56900	28800	1	44272
15	Rani	18000-56900	34400	1	51876
<b>9. Kapurthala</b>					
<b>Assistant Research Officers</b>					
1	Vinod Beri	43000-136000	52900	12	74602
2	Jagpal Singh	43000-136000	52900	12	74602
<b>Statistical Assistant</b>					
3	Sukhcharanjit Singh	38500-122700	46000	11	65080
4	Amarpal Kaur	38500-122701	50300	11	71014
5	Sukhwinder Kaur	38500-122702	47400	11	67012
<b>Investigator</b>					
6	Palwinder Singh	20600-65500	38400	4	54492
7	Sarwan Singh	20200-64000	34300	3	48834
<b>Data Entry Operator</b>					
8	Tamsa Adia	25600-81200	52000	6	68060
<b>Peon Sweeper cum Chowkidar</b>					
9	Gurpreet Singh	18000-56900	22800	1	32964
<b>10. Ludhiana</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Rani	67400-201200	114700	21	167528
<b>Statistical Assistant</b>					
2	Gurbinder Kaur	38500-122700	44700	11	66228
3	Pinki Jagdev	38500-122700	38500	11	57300
4	Manjeet Kaur	38500-122700	42100	11	62484
5	Neena Tangri	38500-122700	44700	11	66228
<b>Junior Assistant</b>					
6	Ravinder Pal Singh	28900-91600	46400	7	69676
7	Santokh Singh	28900-91600	49200	7	73708
8	Harninder Kaur	28900-91600	50700	7	67956
<b>Investigator</b>					
9	Jyoti	20600-65500	38400	4	57156
<b>Data Entry Operator</b>					
10	Sukhraj Kaur	25600-81200	52000	6	68420



<b>Head Peon</b>					
11	Gurmukh Singh	18000-56900	28800	1	43332
<b>11. Mansa</b>					
<b>Statistical Assistant</b>					
1	Varinder Kumar	38500-122700	46000	11	65080
<b>12. Moga</b>					
<b>Research Officer</b>					
1	Parveen Kumari	48700-154300	90600	16	127028
<b>Statistical Assistant</b>					
2	Arsal Singh	38500-122700	51800	11	72484
<b>Steno Typist</b>					
3	Surinder Singh	28900-91600	47800	7	68264
<b>Junior Assistant</b>					
4	Poonam	28900-91600	47800	7	68464
<b>Investigator</b>					
5	Shivdeep Goyal	5910-20200	38400	1950	54492
<b>Data Entry operator</b>					
6	Varjinder Kaur	25600-81200	53600	6	74968
<b>13. Sri Muktsar Sahib</b>					
<b>Junior Assistant</b>					
1	Gurmail Singh	0	0	0	0
<b>Investigator</b>					
2	Ranjit Singh	20600-65500	38400	4	54492
<b>Peon Sweeper cum Chowkidar</b>					
3	Rajpal Singh	18000-56900	28800	1	41844
<b>14. SBS Nagar</b>					
<b>Statistical Assistant</b>					
1	Jaswant Singh	38500-122700	67800	11	93808
<b>Junior Assistant</b>					
2	Tajinder Pal Singh	28900-91600	50700	7	71452
<b>Investigator</b>					
3	Gurinder Badhan	20600-65500	28700	4	41756
<b>Peon Sweeper cum Chowkidar</b>					
4	Himmat Kumar	18000-56900	33400	1	49572
<b>15. Patiala</b>					
<b>Assistant Research Officers</b>					
1	Jaswinder Kaur	38500-122700	50300	11	74032
<b>Statistical Assistant</b>					
2	Amardeep Kaur	38500-122700	51800	11	76192
<b>Senior Assistant</b>					
3	Jagdeep Singh	38500-122700	67800	11	100432
<b>Junior Assistant</b>					
4	Gurkirpal Singh	28900-91600	46400	7	69316
5	Jagjit Kaur	28900-91600	50700	7	75508
<b>Investigator</b>					
6	Hemant Kumar	20600-65500	35100	4	52044
7	Harpreet Kaur	20200-64000	24800	3	33244
8	Bikramjit Singh	20600-65500	38400	4	54492
<b>Data Entry operator</b>					
9	Gurwinder Kaur	25600-81200	50500	6	78684
10	Iqbal Singh	25600-81200	53600	11	78684
<b>Driver</b>					
11	Gurcharan Singh	28900-91600	46400	7	71116
<b>Head Peon</b>					
12	Gurpreet Singh	18000-56900	21500	1	33060
<b>Peon Sweeper cum Chowkidar</b>					
13	Ram Lubhaya	18000-56900	28000	1	42620
<b>16. Rupnagar</b>					
<b>District Statistical Officers</b>					
1	Harmesh Kumar	46000-146500	102000	16	140720

<b>Junior Assistant</b>					
2	Jagdev Singh	28900-91600	46400	7	65604
<b>Investigator</b>					
3	Navdeep Kaur	20600-65500	29600	3	41756
4	Sukhvinder Singh	20600-65500	30500	3	42980
<b>Data Entry Operator</b>					
5	Ajaib Singh	25600-81200	53600	6	74396
6	Iqbaljit Singh	25600-81201	53600	6	74396
<b>Peon Sweeper cum Chowkidar</b>					
7	Ashok Kumar	18000-56900	29700	1	40916
<b>17. Sangrur</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Paramjeet Singh	67400-201200	121600	21	169808
<b>Assistant Research Officers</b>					
2	Raj Kumar	43000-136000	73200	12	102606
<b>Statistical Assistant</b>					
3	Karanjit Singh	38500-122700	47400	11	62292
<b>Senior Assistant</b>					
4	Vijay Lakshmi	38500-122700	67800	11	100432
<b>Steno Typist</b>					
5	Gurjeet Kaur	20200-64000	59600	3	80822
<b>Clerk</b>					
6	Tarsem Chand	20200-64000	36400	3	48892
<b>Investigator</b>					
7	Manpreet Singh	20200-64000	38400	3	54274
8	Sandeep Rani	20200-64000	31400	3	44455
9	Ashwani Kumar	20200-64000	38400	3	54274
<b>Peon Sweeper cum Chowkidar</b>					
10	Sandeep Singh	18400-58500	22100	2	32592
<b>18. SAS Nagar (Mohali)</b>					
<b>Research Officer</b>					
1	Prem Kumar	48700-154300	73700	16	108368
<b>Investigator</b>					
2	Harmeet Kaur	21300-67800	42100	5	62364
<b>Data Entry operator</b>					
3	Sukhwinder Singh	25600-81200	53600	6	78924
<b>Head Peon</b>					
4	Jagga Singh	20200-64000	46100	3	68724
<b>19. Barnala</b>					
<b>Junior Assistant</b>					
1	Kamaljeet Kaur	28900-91600	46400	7	66532
<b>Investigator</b>					
2	Sukhmeet Singh	20600-65500	38400	4	54392
<b>Peon Sweeper cum Chowkidar</b>					
3	Rashpal Singh	18000-56900	28800	1	41844
<b>20. Tarn Taran</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Amandeep Singh	67400-201200	93200	21	128752
<b>Assistant Research Officers</b>					
2	Gurinder Singh	43000-136000	59500	12	82520
<b>Senior Assistant</b>					
3	Gurmail Singh	38500-122700	55400	7	77844
<b>Junior Assistant</b>					
4	Kamalpreet Kaur	28900-91600	46400	7	65604
<b>Investigator</b>					
5	Navdeep Kaur	21300-67800	35100	4	49236
6	Sourav Devgan	21300-67800	10776	0	11072
<b>Peon Sweeper cum Chowkidar</b>					
7	Kamal Kaur	18000-56900	28800	1	41268
8	Bhag Singh	18000-56900	28800	1	41268
9	Malkit Kaur	18000-56900	28800	1	41268

<b>21. Fazilka</b>					
<b>Deputy Economic and Statistical Adviser</b>					
1	Ravinder Pall Dutta	67400-201200	93200	21	136208
<b>Statistical Assistant</b>					
2	Harpal Singh	38500-122700	50300	11	71014
<b>22. Pathankot</b>					
<b>Assistant Research Officers</b>					
1	Rajesh Kumar	43000-136000	52900	12	64742
<b>Statistical Assistant</b>					
2	Sharanjit Singh	38500-122700	44700	11	54804
<b>Senior Assistant</b>					
3	Shashi Kiran	38500-122700	63900	11	77722
<b>Junior Assistant</b>					
4	Parveen Kumar	28900-91600	47800	7	52064
<b>Headquarter- Chandigarh</b>					
<b>Economic Adviser</b>					
1	Mohan Lal Sharma	123400-210000	53340	29	247192
<b>Joint Directors</b>					
2	Jagdeep Singh	91500-203400	42750	24	132753
3	Kuldeep Kaur	91500-203400	41670	24	179392
<b>Deputy Economic and Statistical Advisers</b>					
4	Meena Rani	67400-201200	96000	21	140480
5	Sarabjit Kaur	67400-201200	28720	21	140480
<b>Research Officers</b>					
6	Miury	56100-177500	88000	18	128960
7	Punam Gupta	56100-177500	71600	18	105344
<b>Assistant Research Officers</b>					
8	Gurminder Kaur	43000-136000	59300	12	87520
9	Sukhwinder Singh	43000-136000	73200	12	107248
10	Sita Ram	43000-136000	61300	12	80304
11	Kuljeet Singh	10300-34800	16450	4600	55735
12	Sunita Prabhakar	43000-136000	71100	12	104224
13	Satwinder Kaur	43000-136000	67000	12	98320
14	Gautam Kapoor	10300-34800	14200	4600	49354
15	Satkiran Lilly Bhullar	10300-34800	16450	4600	60156
<b>Statistical Assistant</b>					
16	Harbhajan Kaur	38500-122700	69800	11	102352
17	Rajwinder Kaur	10300-34800	14090	4400	52952
18	Jaswinder Kaur	10300-34800	14650	4400	51527
19	Amanpreet Kaur	10300-34800	13020	4400	49920
20	Amanjot Kaur	10300-34800	14090	4400	54528
21	Harish Kumar	10300-34800	14650	4400	54528
22	Tarsem Singh	10300-34800	14650	4400	53512
23	Manjeet Kaur	10300-34800	13020	4400	49940
<b>Senior Assistant</b>					
24	Radha	38500-122700	63900	11	95056
25	Jaswinder Kaur D/o Sham Singh	38500-122700	65800	11	97792
26	Satish Kumar	38500-122700	62000	11	82400
27	Shashi Bala	38500-122700	63900	11	95056
28	Usha Rani	38500-122700	76300	11	112912
29	Sukhwinder Singh	38500-122700	50700	11	75748
30	Mandeep Singh	38500-122700	49200	11	75588
<b>Senior Scale Stenographer</b>					
31	Usha Peepat	38500-122700	71900	11	106576
<b>Junior Scale Stenographer</b>					
32	Jaswinder Kaur D/o Balwant Singh	29700-94100	70000	8	92340
33	Satnam Singh	29700-94100	70000	8	103540

<b>Junior Assistant</b>					
34	Kanwal Jit	28900-91600	46400	7	62132
35	Rahul Kalra	28900-91600	46400	7	62132
36	Kulwinder Singh	28900-91600	46400	7	69516
37	Gurbinder Singh	28900-91600	46400	7	69516
38	Randhir Kaur	28900-91600	49200	7	73588
39	Sujata Goel	28900-91600	46400	7	69516
40	Kulbir Singh	28900-91600	50700	7	75748
41	Saroj Bala	10300-34800	13660	3600	49940
42	Dilbag Singh	28900-91600	49200	7	73588
<b>Clerk</b>					
43	Jagdish Kumar	20200-64000	44800	3	59884
44	Sanjeev Kumar	20200-64000	46100	3	61548
45	Kanwal Jit	10300-34800	11560	3200	39685
46	Sandeep Singh	20200-64000	42200	3	63308
47	Anil Kumar	20200-64000	37500	3	50540
<b>Investigator</b>					
48	Kulwinder Kaur	5910-20200	12570	1950	42093
49	Nancy	5910-20200	9370	1900	32986
<b>Driver</b>					
50	Balwinder Singh	20200-64000	47800	3	74172
51	Amandeep Singh	20200-64000	36300	3	57572
<b>Head Peon</b>					
52	Rajinder Singh	18400-58500	46100	2	61348
<b>Peon Sweeper cum Chowkidar</b>					
53	Haramrit Singh	18000-56900	22100	1	34124
54	Kamla Pati Gautam	18000-56900	38600	1	51748
55	Raman Kumar	18000-56900	9510	1	30271
56	Charanjit Kaur	18000-56900	26400	1	40316
57	Sandeep Kumar Gupta	18000-56900	44800	1	66852
58	Vishvajeet	18000-56900	42200	1	56356
59	Manjit Singh	18000-56900	30600	1	46364
60	Ravinder Singh	18000-56900	25600	1	39164
61	Balwinder Singh	18000-56900	36500	1	49060
62	Gourav Parmar	18000-56900	22800	1	35132
63	Sukhdev Singh	18000-56900	28800	1	39164
64	Gurjeet Ram	18000-56900	27200	1	37116

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

- 11.1 Total Budget for the Public Authority:  
 11.2 Budget for each agency and plan & programmes  
 11.3 Proposed expenditures:  
 11.4 Revised budget for each agency, if any:  
 11.5 Report on disbursements made and place where the related reports are available:

Sr.No.	Name of the Scheme	Annual Budget Allotment (2021-22)	Expenditure incurred upto 31.3.22	Agency	Remarks
	<b>Major Head:3454-Census Survey &amp; Statistics</b>				
1.	201-01-National Sample Survey Non Plan	13923000	11933049	District level & Head Quarter	-
2.	204-01-Economic Advice & Statistics Non Plan	17589000	152763651	District level & Head Quarter	-
3.	204-09.S.T. Strengthening of Statistical Machinery at Sub-Div. Level-NonPlan	28273000	22933139	District level & Head Quarter	-
4.	100% Centrally Sponsored Scheme. C.S.I Conduct of 6 <sup>th</sup> Economic Census Survey of Punjab.	-	-	Head Quarter	-
5.	CSST-5-D Strengthening of District Planning Committies at District Level	26423000	1896782	District level	-
6.	CSST-4 Engagement of young professionals for Economic & Statistical Organisation.	7100000	5453268	District level & Head Quarter	-
7.	Basic Statistics for Local Level Development	-	-	Head Quarter	-
8.	Urban Statistics for Local Level Development	960000	780490	Head Quarter	-
9.	Geospatial Information system	10000	-	Head Quarter	-
10.	Conduct of Family Budget Survey	-	-	Head Quarter	-

11.	13 <sup>th</sup> Finance Commission Grant in Aid for Improvement of Statistical System at State and District Level	4600000	4600000	District level & Head Quarter	-
12.	204-CSO-800-Other expenditure, 01:-Purchase of Computer	-	-	District level & Head Quarter	-
13.	Engagement of Statistical IT Professional In ESO, Punjab	-	-	District level & Head Quarter	
14.	Strengthening of Plan Evaluation Machinery in the State	-	-	Head Quarter	
	<b>Total</b>	<b>256678000</b>	<b>217160379</b>	-	-

## **12th Manual: Manner of execution of subsidy programmes**

- 12.1 Name of the programme or activity
- 12.2 Objective of the program
- 12.3 Procedure to avail benefits
- 12.4 Duration of the programme/scheme
- 12.5 Physical and financial targets of the program
- 12.6 Nature/scale of subsidy/amount allotted
- 12.7 Eligibility criteria for grant of subsidy

There is no scheme in this Department where subsidy is given to public. Therefore no amount has been allocated and there is no question of details of beneficiaries.

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

- 13.1 Concessions, permits or authorizations granted by Public Authority
- 13.2 For each concession, permit or authorization granted
- 13.3 Eligibility criteria
- 13.4 Procedure for getting the concession/grant and/or permits or authorizations
- 13.5 Name and address of the recipients given concessions/ permits or authorizations
- 13.6 Date of award of concessions/ permits or authorizations

**Note:** There is no scheme in this Department where concessions, permits or authorisations are granted. Therefore, there is no question of details of such particulars.



## **14th Manual: Information available in electronic form**

- 14.1 Details of information available in electronic form:
1. Statistical Reports
  2. Establishment Matters
- 14.2 Name/title of the document/record/other information:
- a) GSDP and related Aggregates
  - b) ISSP
  - c) Finance Commission
  - d) MPLADS
  - e) Twenty Point Programme
  - f) Economic Census
  - g) HDR
  - h) GIS
  - i) Indices
  - j) Publications and Data
  - k) Adhoc Survey
  - l) Tender
  - m) CSA-2008
  - n) RTI
  - o) Personal Establishment Matters

### **14.3 Location where available:**

[www.esopb.gov.in](http://www.esopb.gov.in)

**15th Manual: Particulars of facilities available to citizens for obtaining information**

15.1 Name & location of the facility:

15.2 Contact Person & contact details (phone, fax, email):

15.3 Working hours of the facility:

15.4 Details of information made available:

**NNote:** The department basically deals with statistical matters. All Statistical data is made available at website [www.esopb.gov.in](http://www.esopb.gov.in)

**16th Manual: Names, designations and other particulars of public information officers**

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

**XVI Manual: Names, designations and other particulars of public information officers**

**Financial Year : 2022**

RTI-Head Quarters-Chandigarh								
Sr.No	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address		Office Phone No.	Office Fax No.	Office-E-mail
Sr.No	District Name	Name of the Public Authority	Name of the Present Post Held by the Officer	Designated as (Name of the officer need not to be mentioned)	Office address	Office Phone No.	Office Fax No.	Office-E-mail
1	Amritsar	Charanjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	dy economic and statistical advisor Amritsar	01832565999		dyesa_asr@rediffmail.com
		Sadhna Sharma	Assistant Research Officer	A.P.I.O	dy economic and statistical advisor Amritsar	01832566000		dyesa_asr@rediffmail.com
2	Bathinda	Ravinder Paul Dutta	Deputy Economic and Statistical Adviser	P.I.O	Room No. 154-162 DAC Bathinda	01642217050		dyesabtd@yahoo.com
		Charnjit Kaur	Assistant Research Officer	A.P.I.O	Room no.154-162 DAC Bathinda	01642217050		dyesabtd@yahoo.com

3	Faridkot	Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	O/o Dy Economic & Statistical Adviser, Faridkot	9814716670		nareshdyesansr@gmail.com
		Paramjit Kaur	Statistical Assistant	A.P.I.O	O/o Dy Economic & Statistical Adviser, Faridkot	9814716670		dyesafdk@yahoo.co.in
4	Fatehgarh Sahib	Harmesh Kumar	District Statistical Officer	P.I.O	Room No. 427, District Administrative Complex, Fatehgarh Sahib	9814716670		desa_fgs@yahoo.com
		Harmandeep Kaur	Statistical Assistant	A.P.I.O	Room No. 427, District Administrative Complex, Fatehgarh Sahib	01763232363		desa_fgs@yahoo.com
5	Ferozepur	Surinder Kumar	Deputy Economic and Statistical Adviser	P.I.O	Room No. 214 Block C 2nd Floor DAC Complex Ferozepur Cantt.	01632246752		dyesaferozepur@yahoo.com
		Nirmal Singh	Statistical Assistant	A.P.I.O	Room No. 214 Block C 2nd Floor DAC Complex Ferozepur Cantt.	01632246753		dyesaferozepur@yahoo.com
6	Gurdaspur	Ashok Kumar	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722		dyesagsp@yahoo.co.in
		Davinder Kaur	Statistical Assistant	A.P.I.O	Deputy Economic And Statistical Advisor, Gurdaspur	01874222722		dyesagsp@yahoo.co.in
7	Hoshiarpur	Naresh Kumar	Deputy Economic and Statistical Adviser	P.I.O	DAC, Fifth Floor, Room No. 528-531, Hoshiarpur	01882222391		dyesahsp@yahoo.co.in
		Balwant Singh	District Statistical Officer	A.P.I.O	DAC, Fifth Floor, Room No. 528-531, Hoshiarpur	01882222391		dyesahsp@yahoo.co.in

8	Jalandhar	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	DAC Complex, Ladowali Road, Jalandhar	1812223804		sunitabains70@gmail.com
		Arun Kumar	Assistant Research Officer	A.P.I.O	DAC Complex, Ladowali Road, Jalandhar	1812223804		suparear@gmail.com
9	Kapurthala	Surinder Kumar	Deputy Economic and Statistical Adviser	P.I.O	Dy.ESA. Office, Kapurthala	1822232477		dyesa_kpt@yahoo.co.in
		Jagpal Singh	Assistant Research Officer	A.P.I.O	Dy.ESA. Office, Kapurthala	1822232477		dyesa_kpt@yahoo.co.in
10	Ludhiana	Rani	Deputy Economic and Statistical Adviser	P.I.O	Dy.ESA. Office, Ludhiana	01612427243		dy.esaludhiana@yahoo.com
		Parveen Kumari	Research Officer	A.P.I.O	Dy.ESA. Office, Ludhiana	9988827688		dy.esaludhiana@yahoo.com
11	Mansa	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical Adviser Sangrur	01652228508		dyesa_mansa@yahoo.co.in
		Varinder kumar	Statistical Assistant	A.P.I.O	Deputy Economic and Statistical Adviser Sangrur	01652228508		mittalvarinder@yahoo.co.in
12	Sri Muktsar Sahib	Parveen Kumari	Research Officer	P.I.O	Room No. 32-33, First Flour, DAC Sri Muktsar Sahib	9988827688		dy.esaludhiana@yahoo.com
		Ranjit Singh	Investigator	A.P.I.O	Room No. 32-33, First Flour, DAC Sri Muktsar Sahib	9988827688		dyesa_muktsar@yahoo.co.in

13	Moga	Parveen Kumari	Research Officer	P.I.O	DAC Complex, SatLuj Block 3rd Floor room No 324, Moga	1636238330		desamoga@hotmail.com
		Arsal Singh	Statistical Assistant	A.P.I.O	DAC Complex, SatLuj Block 3rd Floor room No 324, Moga	1636238330		desamoga@hotmail.com
14	SBS Nagar	Sunita Paul	Deputy Economic and Statistical Adviser	P.I.O	Room no 111 D.A.C Complex, Chandigarh Road, SBS Nagar	01812223804		sunitabains70@gmail.com
		Gurinder Badhan	Investigator	A.P.I.O	Room no 111 D.A.C Complex, Chandigarh Road, SBS Nagar	01823223090		dy_esa_nsr@yahoo.co.in
15	Patiala	Prem kumar	Research Officer	P.I.O	Room No 358 DAC Sector 76 SAS Nagar	01752200232		desapatiala@rediff.com
		Bikramjit singh	Investigator	A.P.I.O	Room No 358 DAC Sector 76 SAS Nagar	01752200232		desapatiala@rediff.com
16	Rupnagar	Harmesh Kumar	District Statistical Officer	P.I.O	Deputy Economic And Statistical Advisor Rupnagar	9464235957		dyesaropar@yahoo.co.in
		Iqbaljit Singh	Data Entry operator	A.P.I.O	Deputy Economic And Statistical Advisor Rupnagar	9464235957		dyesaropar@yahoo.co.in
17	Sangrur	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	Deputy Economic and Statistical adviser Sangrur	01672-234172		desa_sgr@yahoo.co.in
		Raj Kumar	Assistant Research Officer	A.P.I.O	Deputy Economic and Statistical adviser Sangrur	01672234172		desa_sgr@yahoo.co.in

18	SAS Nagar (Mohali)	Prem kumar	Research Officer	P.I.O	Room No 358 DAC Sector 76 SAS Nagar	0172-2219556		dyesasasnagar@yahoo.com
		Sukhwinder singh	Data Entry operator	A.P.I.O	Room No 358 DAC Sector 76 SAS Nagar	0172-2219556		dyesasasnagar@yahoo.com
19	Tarn Taran	Amandeep Singh	Deputy Economic and Statistical Adviser	P.I.O	District Administration Complex Tarn Taran, Sarhali Road, Room No. 210, Second Floor	0185222790		desatarntaran@rediffmail.com
		Gurinder Singh	Assistant Research Officer	A.P.I.O	District Administration Complex Tarn Taran, Sarhali Road, Room No. 210, Second Floor	018222790		desatarntaran@rediffmail.com
20	Barnala	Paramjeet Singh	Deputy Economic and Statistical Adviser	P.I.O	D.C.Complex, Room no. 86, Barnala	1679243232		dyesabnl@gmail.com
		Sukhmeet singh	Investigator	A.P.I.O	D.C.Complex, Room no. 86, Barnala	1679243232		dyesabnl@gmail.com
21	Fazilka	Ravinder Pall Dutta	Deputy Economic and Statistical Adviser	P.I.O	Room no. 403 C-Block 3rd Floor DC Complex Fazilka	01638292260		Dyesafazilka@yahoo.com
		Harpal Singh	Statistical Assistant	A.P.I.O	Room No 403 C-Block 3rd Floor DC Complex Fazilka	01638292260		dyesafazilka@yahoo.com
22	Pathankot	Rajesh Sharma	Assistant Research Officer	P.I.O	DAC Malikpur, Room No. 319, Pathankot	1862345100		dyesapathankot@gmail.com
		Sharnjit Singh,	Statistical Assistant	A.P.I.O	DAC Malikpur, Room No. 319, Pathankot	1862345100		dyesapathankot@gmail.com

23	Chandigarh	Jagdeep Singh	Joint Director	P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	01722600209		jagdeep.singh21@punjab.gov.in
		Sarabjit Kaur	Deputy Economic and Statistical Adviser	A.P.I.O	Vit te Yojana Bhawan, Plot No.2B, Sec-33A, Chandigarh	1722600209		sarb_sarao3@yahoo.in

**Designated as:**

**Head Office**

Public Information Officer  
Assistant Public Information  
Officer

Joint Director  
Dy. Economic & Statistical Adviser (Compilation) if Dy.ESA (C) is vacant then  
Research Officer (C)

**At District Office**

Public Information Officer

Deputy Economic & Statistical Adviser and in his absence Research Officer and in  
his absence District Statistical Officer

Assistant Public Information  
Officer

Research Officer, if He/She is PIO then DSO and in his absence Senior most  
Assistant Research Officer and in his absence senior most Statistical  
Assistant.



**17th Manual: Any other useful information**

17.1 Citizen's charter of the public authority: N.A

17.2 Grievance redressal mechanisms N.A

17.3 Details of applications received under RTI and information provided

## FORM -1 ਫਾਰਮ 1

### MATERIAL FOR ANNUAL REPORT FOR THE YEAR 2020 UNDER SECTION 25 RTI ACT 2005 ( ਮਟੀਰੀਅਲ ਲਈ ਸਲਾਨਾ ਰਿਪੋਰਟ ਸਾਲ 2021 ਅੰਡਰ ਸੈਕਸ਼ਨ 25 ਆਰ.ਟੀ.ਆਈ.ਐਕਟ 2005)

To be submitted by every Administrative Department to SICP ( ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ )

Name of Parent Department: Economic and Statistical Organisation Punjab.

(ਦਫਤਰ) : ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ

Name of Public Authority: Economic Adviser to Govt. of Punjab

(ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ) ਆਰਥਿਕ ਸਲਾਹਕਾਰ, ਪੰਜਾਬ ਸਰਕਾਰ ।

Period From: 01-01-2021 To 31-12-2021

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀ ਗਈ )	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act (ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ)	Number of times various provision were invoked while rejecting requests (ਕਿੰਨੇ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ )														Total registration fee collected (Rs.)  ( ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ )	Total additional fee collected (Rs.)  ( ਕੁੱਲ ਵਾਧੂ ਫੀਸ )	Total penalty levied & collected (Rs.)  ( ਕੁੱਲ ਜੁਰਮਾਨਾ )
			Relevant Sections of RTI Act 2005 ( ਸਸ਼ਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ)																
			Section 8(1) (ਧਾਰਾਵਾਂ 8 (1))											Others Sections ਹੋਰ ਧਾਰਾਵਾਂ					
			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰਾਂ			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	754	-

**FORM -2 ਫਾਰਮ-2**

**ANNUAL REPORT FOR THE YEAR 2021 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)**

**To be submitted by every Administrative Department to SICP ( ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ )**

Department: : **Economic and Statistical Organisation Punjab.**

( ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ )

Period From: **01-01-2021 To 31-12-2021**

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

Sr. No. bVh BzL	Name of Public Authorities with the Department (ਜਨਤਕ ਅਥਾਰਟੀ ਦਾ ਨਾਂ)	Public authorities who have filed annual returns (Yes/No) (ਉਹ ਪਬਲਿਕ ਅਥਾਰਟੀ ਜਿਨ੍ਹਾਂ ਨੇ ਸਲਾਨਾ ਰਿਪੋਰਟ ਭੇਜੀ ਹੈ ( ਹਾ/ਨਹੀਂ )	Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਗਿਣਤੀ)	Decisions where applications for information rejected ( ਫੈਸਲੇ ਜਿਨ੍ਹਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ )	Number of cases where disciplinary action taken against any officer in respect of administration (ਅਨੁਸਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ )	Number of times various provision were invoked while rejecting requests ( ਕਿੰਨੀ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ )														Total registration fee collected (Rs.) ( ਕੁੱਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ )	Total additional fee collected (Rs.) ( ਕੁੱਲ ਵਾਧੂ ਫੀਸ )	Total penalty levied & collected (Rs.) ( ਕੁੱਲ ਜੁਰਮਾਨਾ )				
						Relevant Sections of RTI Act 2005 ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ )										Section 8(1) ( ਧਾਰਾਵਾਂ 8 (1)							Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)			
						(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Others ਹੋਰ							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22					
1.	Secretary Planning ( ਸਕੱਤਰ, ਯੋਜਨਾ )	-	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	754	-					

**Proforma -A** ਪ੍ਰੋਫਾਰਮਾ ਏ

**Proforma for maintaining register of details of 1<sup>st</sup> appeals filed before the 1<sup>st</sup> Appellate Authorities- Right to information Act-2005**  
 ( ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ ਕਰਨ ਵਾਲੇ ਪ੍ਰਫਾਰਮਾ ਰਾਇਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਐਕਟ 2005)

Sr. No. ਲੜੀ ਨੰ:	Designation of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Designation of 1 <sup>st</sup> Appellate Authorities (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Date of Institution of 1 <sup>st</sup> Appeal (ਪਹਿਲੀ ਅਪੀਲ ਦੀ ਮਿਤੀ )	Date of Decision of 1 <sup>st</sup> Appeal (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਫੈਸਲੇ ਦੀ ਮਿਤੀ )	Reasons if the 1 <sup>st</sup> appeal not decided in time (ਜੇਕਰ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਤਾਂ ਉਸ ਦਾ ਕਾਰਣ)	Whether the appeal was accepted (ਕੀ ਅਪੀਲ ਸਵੀਕਾਰ ਕੀਤੀ ਗਈ )	Whether the appeal was rejected (ਜੇਕਰ ਅਪੀਲ ਖਾਰਜ ਕੀਤੀ ਗਈ )
1	2	3	4	5	6	7	8
1	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ)	15-11-2021	18-11-2021		Yes ( ਹਾਂ)	

Monthly Abstract

ਮਹੀਨਾਵਾਰ ਅਬਸਟਰੈਕਟ

Month Name (ਮਹੀਨੇ ਦਾ ਨਾਮ)	Previous Balance ( ਪਿਛਲਾ ਬਕਾਇਆ )	Number of 1 <sup>st</sup> Appeals instituted during the Month ( ਮਹੀਨੇ ਦੌਰਾਨ ਪ੍ਰਾਪਤ ਪਹਿਲੀ ਅਪੀਲ )	Number of 1 <sup>st</sup> Appeals decided during the Month ( ਮਹੀਨੇ ਦੌਰਾਨ ਪਹਿਲੀ ਅਪੀਲ ਦਾ ਫੈਸਲਾ )	Number of 1 <sup>st</sup> Appeals pending ( ਪੈਡਿੰਗ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals accepted ( ਸਵੀਕਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals rejected (ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals pending for more than two months ( ਦੋ ਮਹੀਨੇ ਤੋਂ ਵੱਧ ਪੈਡਿੰਗ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)
1	2	3	4	5	6	7	8
Nov.2021	-	1	-	-	-	-	-

**Performa-B ( ਪ੍ਰੋਫਾਰਮਾ ਬੀ)**

**Department:** Economic and Statistical Organisation, Punjab

(ਦਫਤਰ): ਅਰਥ ਅਤੇ ਅੰਕੜਾ ਸੰਗਠਨ, ਪੰਜਾਬ

**Period:** 01-01-2021 to 31-12-2021

(ਅਵੱਧੀ) DD-MM-YYYY DD-MM-YYYY

1	2	3	4	5	6				7	8	9	10
SN ਲੜੀ ਨੰ:	Designation of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Designation of First Appellate Authority (ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦਾ ਅਹੁੱਦਾ)	Previ ous Balan ce ( ਪਿਛਲਾ ਬਕਾਇ ਆ )	Total Number of 1st Appeals Instituted ( ਪਹਿਲੀ ਅਪੀਲ ਦਾਖਲ ਹੋਣ ਦੀ ਕੁੱਲ ਗਿਣਤੀ)	Number of 1st appeals decided (ਪਹਿਲੀ ਅਪੀਲਾਂ ਤੇ ਫੈਸਲੇ ਹੋਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)				Number of appeals pending ( ਪੈਡਿੰਗ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals rejected ( ਖਾਰਜ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Number of appeals accepted ( ਸਵੀਕਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ)	Reasons, if the appeals were not decided within time ( ਜੇਕਰ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਤਾਂ ਉਸ ਦੇ ਕਾਰਨ)
					Within 30 days ( 30 ਦਿਨਾਂ ਦੇ ਵਿੱਚ)	Within 45 days ( 45 ਦਿਨਾਂ ਦੇ ਵਿੱਚ)	More than 45 days ( 45 ਦਿਨਾਂ ਤੋਂ ਵੱਧ ਸਮੇਂ ਵਿੱਚ)	Total (ਕੁੱਲ)				
1	Secretary Planning (ਸਕੱਤਰ, ਯੋਜਨਾ)	Economic Adviser (ਆਰਥਿਕ ਸਲਾਹਕਾਰ)	-	1	1	-	-	-	-	-	1	Correspondence ( ਪੱਤਰ ਵਿਹਾਰ)

**Performa for Annual Return of the 1st appeals decided by 1st appellate authorities to the State Information Commission Punjab- Right to Information Act,2005**

( ਪਹਿਲੀ ਐਪੇਲੇਟ ਅਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਪ੍ਰੋਫਾਰਮਾ ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਐਕਟ, 2005)

17.4 List of completed schemes / projects / programmes: N.A

17.5 List of schemes/projects/programmes underway NA

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:- NA

17.7 Any other Informatio

**Form 'A'**

Form of application for seeking information under the Right to Information Act, 2005

I.D.No \_\_\_\_\_  
(For official use)

**To**  
**The Public Information Officer,**  
**Authority Name**  
**City**

- 1. Full Name of the Applicant \_\_\_\_\_
- 2. Father's/Spouse's name \_\_\_\_\_
- 3. Permanent Address \_\_\_\_\_
- 4. Correspondence Address \_\_\_\_\_
- 5. Particulars of information required
  - a. Subject matter of information\*: \_\_\_\_\_
  - b. The period to which the information relates\*\* \_\_\_\_\_
  - c. Specify 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 post.) \_\_\_\_\_
- 6. Is this information not made available by the Public Authority under voluntary disclosure?

- 7. Do you agree to pay the required fee? \_\_\_\_\_
- 8. Have you deposited application fee? (If yes, details of such deposit) \_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?  
 Place : .....  
 Date : .....

Full Signature of the applicant and Address  
 E-mail address, if any.....  
 Tel. No. (Office).....  
 (Residence).....

Note: -(i) Reasonable assistance can be provided by the competent authority in filling up the Form A.  
 (ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

**ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No \_\_\_\_\_ Dated: \_\_\_\_\_

- 1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
- 2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
- 3. The applicant is advised to contact Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.
- 4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
- 5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the  
Public Information Officer  
PICT

Dated.....

E-mail address: \_\_\_\_\_  
Web-site: \_\_\_\_\_  
Tel. No : \_\_\_\_\_

**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

Date: .....

To,

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

Sir / Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the  
Undersigned regarding supply of information on \_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and,  
Therefore, your application is being referred herewith to Shri \_\_\_\_\_

3 This is supersession of the acknowledgement given to your on \_\_\_\_\_

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====



**Form 'C'**  
**Rejection Order**  
**[See rule 8&9]**

From \_\_\_\_\_

Dated: .....

To,

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

Sir/ Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the undersigned regarding supply of information on \_\_\_\_\_

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====

**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

ID N o.	Name andAddress of Applicant	Date of Receipt of Applicaon on Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt ·	Recp no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

**18 Publish all relevant facts while formulating important policies or Announcing the decisions which affect public:**

NA

**19 Provide reasons for its administrative or quasi-judicial decisions to affected persons**

NA