

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of the Organization, functions and duties [section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Food, Civil Supplies & Consumer Affairs, Punjab Website: www.foodsuppb.gov.in
		(ii) Head of the Organization	Director Food, Civil Supplies & Consumer Affairs, Punjab - cum- Managing Director, Pungrain
		(iii) Vision, Mission and key Objectives	Annexure 1 attached
		(iv) Functions and duties	
		(v) Organization Chart	
1.2	Powers and duties of its officers and employees [section 4(1)(b)(ii)]	(i) Powers and duties of Officers(Administrative, Financial and Judicial)	Annexure 2 attached
		(ii) Powers and duties of other Employees	
		(iii) Rules/orders under which powers and duties are derived	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in Decision making process [section 4(1)(b)(iii)]	(i) Process of decision making identify key decision making points	Annexure 3 attached
		(ii) Final Decision making Authority	
		(iii) Related provisions, Acts, Rules etc.	
		(iv) Time limit for taking decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions[Section4(1)(b)(iv)]	(i) Nature of functions/services offered	Annexure 4 attached
		(ii) Norms/standards for functions/service delivery	
		(iii) Process by which these services can be accessed	

S. No.	Item	Details of disclosure	Particulars
		(iv) Time limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	(i) Title and nature of the record/instruction manual	Annexure 5 attached
		(ii) List of rules, regulations, instructions manuals and records	
		(iii) Acts/Rules manuals etc.	
		(iv) Transfer policy and Transfer orders	
1.6	Categories of documents held by the authority under its control [Section4(1)(b)(vi)]	(i) Categories of documents	Annexure 6 attached
		(ii) Custodian of documents/categories	
1.7	Broads, councils, committees and other bodies constituted as part of the Public Authority [Section4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	State level Vigilance Committee, District level Vigilance Committee, Block level Vigilance Committee, Fair Price Shop level Vigilance Committee.
		(ii) Composition	NA
		(iii) Date from which constituted	NA
		(iv) Term/Tenure	NA
		(v) Powers and functions	NA
		(vi) Whether their meetings are open to the public?	NA

S. No.	Item	Details of disclosure	Particulars
		(vii) Whether the minutes of the meetings are open to the public?	NA
		(viii) Place, where the minutes of meeting if open to public, are available?	NA
1.8	Directory of the Officers and employees [Section4(1)(b)(ix)]	(i) Name and designation (ii) Telrphone, Fax and Email ID	Annexure 7 attached
1.9	Monthly remuneration received by Officers & employees including system of compensation [Section4(1)(b)(x)]	(i) List of employees with Gross monthly Remuneration (ii) System of Compensation as provided in its regulations	Annexure 8 attached
1.10	Name, Designation and other particulars of Public Information Officers [Section4(1)(b)(xvi)]	(i) Name and designation of the Public Information Officers(PIO), Assistant Public Information Officers & Appellate Authority (ii) Address, telephone numbers and email IDs of each designated official	Annexure 9 attached
1.11	No. of employees against whom disciplinary action has been proposed/taken [Section4(2)]	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or Major penalty proceedings	566

S. No.	Item	Details of disclosure	Particulars
		(ii) Finalised for Minor penalty or Major penalty proceedings	123
1.12	Programmes to advance understanding of RTI [Section 26]	(i) Educational Programmes (ii) Efforts to encourage Public Authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update and publish guidelines on RTI by the Public	NIL

2. Budget and Programme

S.No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each Agency including all plans,proposed expenditure and reports on disbursements made etc.[Section4(1)(b)(xi)]	(i) Total Budget for the the Public Authority (ii) Budget for each Agency and plan & programme (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Annexure 10 attached
2.2	Foreign & Domestic Tours during 2019-20	(i) Budget (ii) Foreign and Domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above as well as the heads of the Department (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	NIL
		(iii) Information related to procurements (a) Notice/tender enquires and corrigenda if any there on (b) Details of bids awarded comprising the names of the suppliers of goods/services being procured	Annexure 11 Attached

S.No.	Item	Details of disclosure	Particulars
		(c) The works contracts concluded- in any such combination of the above- and	
		(d) The rate/rates and the total amount at which such procurement or works contract is to be executed	
2.3	Manner of execution of subsidy programme [Section4(1)(B)(xii)]	(i) Name of the Programme of activity	NFSA Act 2013/Smart Ration Card Scheme, TPDS and 100% State sponsored Smart Ration Card Scheme
		(ii) Objective of the Programme	To distribute subsidized wheat and pulses to identified beneficiary families
		(iii) Procedure to avail benefits	The identification of beneficiaries done by the respective districts administration as per norms
		(iv) Duration of the Programme/Scheme	Distribution as per prescribed norms
		(v) Physical & Financial Targets of the Programme	NA
		(vi) Nature/scale of subsidy/ amount allotted	NA
		(vii) Eligibility criteria for grant of subsidy	Families having annual income up to Rs. 60,000/- along with other conditions as laid down by the Government.
		(viii) Details of beneficiaries of subsidy programme(number, profile)	About 39,15,990 lac identified families in the State of Punjab.
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/allocations to the state Govt./NGOs/other institutions	NIL
		(ii) Annual Accounts of all legal entities who are provided grants by public authorities	

S.No.	Item	Details of disclosure	Particulars
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section4(1)(b)(xiii)]	<p>(i) Concessions, permits of authorizations granted by the public authority</p> <p>(ii) For each concessions, permits of authorizations granted</p> <p>(a) Eligibility criteria</p> <p>(b) Procedure for getting the concession/grant/permits of authorization</p> <p>(c) Name and address of the recipients given concession/ permits or authorizations</p> <p>(d) Date of award of concession/ permits or authorizations</p>	NIL
2.6	CAG & PAC paras	CAG & PAC paras and the action taken reports(ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Annexure 12 Attached

3. Publicity Band Public interface				
S.No.	Item	Details of disclosure	Particulars	
3.1	Particulars for any arrangement for consultation with or representation by the members of the Public in relation to the formulation of policy or implementation thereof. [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of public		
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	http://foodsuppb.gov.in/?q=rules	
		(ii) Arrangements for consultation with or representation by	Annexure 13 Attached	
		a) Members of the Public in Policy formulation/policy implementation		
		b) Day & time allotted for visitors		9:00 to 5:00 on all working days
		c) Contact details of information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants.	All the members of the Concerned Branch can be contacted.	
		Public-private partnerships(PPP)		-
		(i) Details of Special Purpose Vehicle(SPV), if any		
		(ii) Detailed Project Reports(DPRs)	DPR's for the silos at Sunam, Ahmedgarh and Melarkotla, were proposed by NABCONS.	
		(iii) Concession Agreements.	Concession agreement signed with M/s LT Foods for construction of steel silos at Mullechak and with M/s Raghuvesh Infrastructure Pvt Ltd for Construction of steel silos at Sunam Ahmedgarh and Malerkotla	
		(iv) Operation & maintenance manuals	Concession Agreements.	

S.No.	Item	Details of disclosure	Particulars
		(v) Other documents generated as a part of the implementation of the PPP	Nil
		(vi) Information related to fees, toll or other kinds of revenues that may be collected under authorization from the government.	Monthly bills are submitted to Pungrain
		(vii) information relating to outputs & outcomes	Safe Storage of wheat
		(viii) The process of selection of the private sector party(concessionaire etc.)	Through open tender.
		(ix) All payment made under the PPP project	Payment made against the monthly billes submitted by the Concessionaire.
3.2	Are the details of the policies/decisions, which affect public, informed to them [Section4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Information regarding policies is regularly uploaded on Department's website http://foodsuppb.gov.in
	(i) policy decisions/legislations taken in the previous one year		
	(ii) Outline the public consultation process		
	(iii) Outline the arrangement for consultation before formulation of the policy		
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [section 4(3)]	Use of the most effective means of communication	http://foodsuppb.gov.in
	(i) Internet (website)		
3.4	Form of accessibility of information manual/handbook[section4(1)(b)]	Information Manual/handbook available in	http://foodsuppb.gov.in
	(i) Electronic format		
	(ii) Printed Format		

S.No.	Item	Details of disclosure	Particulars
3.5	Whether information manual/handbook available free of cost or not[section4(1)(b)]	List of materials available	
		(i) Free of cost	All the Information available at Department's website is free of cost
		(ii) At a reasonable cost of the medium	NA

4. E-Governance

S. No.	Item	Details of disclosure	Particulars
4.1	Language in which information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/local language	Yes
4.2	When was the information Manual/handbook last updated?	Last date of annual updation	Updated regularly as and when required
4.3	Information available in electronic form [section4(1)(b)(xiv)]	(i) Details of information available in electronic form	Annexure 14 attached
		(ii) Name/Title of the document/record/other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [section4(1)(b)(xv)]	(i) Name & location of the facilities	Annexure 15 attached
		(ii) Details of information made available	
		(iii) Working hours of the Facility	
		(iv) Contact person & contact details(phone, fax, email)	
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i) Grievance redressal mechanism	Annexure 16 attached
		(ii) Details of application received under RTI and information provided	
		(iii) List of completed schemes/projects/programmes	
		(iv) List of schemes/projects/programmes underway	
		(v) Details of all contracts entered into including name of the contractor ,amount of contract and period of completion of contract.	
		(vi) Annual Report	Annexure 17 Attached
		(vii) Frequently Asked Questions(FAQs)	
		(viii) Any other information such as	
	a) Citizen's Charter	Eligibility Criteria	

S. No.	Item	Details of disclosure	Particulars
		c) Six monthly reports loaded on the website or not	Eligibility Criteria
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications and appeals	(i) Details of applications received and disposed	Total Applications received/ disposed off during the year 2020 is 2019(Two thousand nineteen)
		(ii) Details of appeals received and orders issued	Total Appeals received during the year 2020 is 370 (Three hundred seventy) out of which 364 are disposed off and 15 appeals are pending.
4.7	Replies to questions asked in the parliament, if any.[section4(1)(d)(2)]	Details of questions asked and replies given	Annexure 18 Attached

5. Information as may be prescribed

S.NO	Item	Details of disclosure	Particulars	
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Department follows the multiple PIO system and Head of the Department is the FAA. (See Annexure 16)	
		(ii) Details of third party audit of voluntary disclosure		
		a) Dates of audit carried out	The Audit has been carried out on 04-8-2021 by MGSIPA	
		b) Report of the audit carried out	Nil	
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/Additional Director		
		a) Date of Appointment		
		b) Name of Designation of the officers	1. Nodal Officer RTI	Ms. Simarjot Kaur, Additional Director
			2. Nodal Officer UID	Dr. Anjuman Bhaskar, Joint Director
			3. Nodal Officer Court Cases	Ms. Simarjot Kaur, Additional Director
		(iv) Consultancy committee of key stake holders for advice on suo-moto disclosure	NIL	
		a) Dates from which constituted		
		b) Name of Designation of the officers		
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	All are well experienced	
		a) Dates from which constituted		
		b) Name of Designation of the officers		

6. Information Disclosed on own Initiative			
S.No	Item	Details of disclosure	Particulars
6.1	Item/information disclosed so that public have minimum resort to use RTI Act to obtain information	Maximum Information related to the Department is uploaded on the Website: www.foodsuppb.gov.in	Policy & Amendments are timely uploaded on department website www.foodsuppb.gov.in