

RTI MANUAL - 8
A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND
OTHER BODIES CONSTITUTED AS ITS PART
Under section-4(1) (b)(viii)

Please provide information on Boards, Councils, Committees and other Bodies related to the Public authority in the following format:

Information about Society

Name & Address	Excise and Taxation Technical Services Agency, Patiala, Punjab 3 rd floor, Improvement Trust Building, Patiala.
Type of Affiliated Body	This society was created under the Society Registration Act, 1860 with the concurrence of Ministers vide Memo No. 18/12/2000-ETI(3)/7401 dated 09.11.2001
Brief Introduction (Establishment/Objective/main Activities)	Objective/Main Activities Implement the computerization of the department successfully and to take it into the mission mode This society was created under the Society Registration Act, 1860 with the concurrence of Ministers vide Memo No. 18/12/2000-ETI (3)/7401 dated 09.11.2001, the said Society was entrusted the work of establishing WEB enabled information technology based computerization project for the department to maximize the collection of taxes, duties, levies etc. and at the same time for giving more prompt hassle free service to the tax payers. The motto of this Society is to provide 24 hours' online services to the department including maintenance and development of the software.
Roles of Affiliated Body	Do

Structure and Member Composition

A) Governing Council of Excise & Taxation Technical Services Agency:

1	The chief Minister, Punjab	Chairman
2.	The Excise and Taxation Minister, Punjab	Vice Chairman
3.	The Industrial and commerce Minister, Punjab	Member
4.	The Chief Secretary to Govt. of Punjab	Member
5.	The Financial Commissioner (Taxation), Punjab	Member
6.	The Principal Secretary, Finance, Punjab	Member
7.	The vice Chancellor, Punjab University, Chandigarh	Member
8.	The Excise and Taxation commissioner, Punjab	Member
9.	The Secretary, Information And Technology, Punjab	Member

10.	The Addl. Excise and Taxation Commissioner-1, Punjab, Patiala	Member Secretary- cum-CEO
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11.	Head of Department, Department of computer Science, Punjab Engineering college, Chandigarh,	Member
12.	Head of Department, Department of Computer Science, Thapar University, Patiala	Member
13	Head of Department, Department of Computer Science, Punjab University, Chandigarh	Member
14	Two Addl. Excise & Taxation Commissioner, Punjab to be nominated by the Governing council.	Member

Member Secretary shall be the CEO of the Society.

(B) Executive Committee of Excise & Taxation Technical Services

1	Financial Commissioner (Taxation), Punjab	Chairman
2	Excise & Taxation Commissioner, Punjab	Vice-Chairman
3	Addl. Excise & Taxation Commissioner, Punjab	Member Secretary Cum-CEO
4	One representative from the Department of Finance Govt. of Punjab.	Member
5	One representative from the Department of Information Technology Govt. of Punjab	Member
6	One Addl. Excise & Taxation commissioner, Punjab to be nominated by the Executive committee	Member

(C) Finance and Technical Committee of Excise & Taxation Technical Services Agency:-

1	Excise & Taxation commissioner, Punjab	Chairman
2	Addl. Excise and Taxation commissioner-1, Punjab	Vice-Chairman
3	One representative of Department of Finance, Punjab	Member
4	One representative of Department of Information Technology, Punjab	Member
5	One Addl. Excise & Taxation commissioner (VAT), Punjab	Member

6	One Addl. Excise & Taxation Commissioner (X), Punjab	Member
7	Manager Excise & Taxation Technical Services Agency	Member

1	Head of the Body	Chief Executive Officer
2	Address of main office and its Branches	Excise and Taxation Technical Services Agency, Patiala, Punjab 3rd floor, Improvement Trust Building, Patiala.
3	Frequency of Meeting	Not mentioned.
4	Can public participate in the meetings?	No
5	Are minutes of the meetings prepared?	Yes
6	Are minutes of the meetings available to the Public? If yes provide information about the Procedure to obtain them.	No