

RTI MANUAL

Provision no.	Details of the provision	Disclosed information
4(i)	The particulars of organisation, function and duties	<p>As per the Allocation of Business Rules, 2007, following matters are dealt in the department:-</p> <ol style="list-style-type: none">1. Governor's address to the Punjab Vidhan Sabha.2. Legislative matters.3. Obituary references.4. All matters pertaining to salaries, allowances, pensions, medical facilities to the sitting and former members, Presiding Officers, Ex-Chief Ministers and Leader of Opposition of the Legislature in Punjab.5. Consultative Committees of the members of the Punjab Vidhan Sabha, for various Departments.6. Code of Conduct and complaints against Legislators.7. Nomination of Legislators in the committees constituted by the Punjab Government.8. Discretionary grant to the Presiding Officers of the State Legislature.9. Advice to the Departments on legislative procedure and other legislative matters.10. Coordination of action by the Departments on the general application of the recommendations made by the Committee of the Punjab Vidhan Sabha and follow-up of reports of the Committee on Subordinate Legislation of the Punjab Vidhan Sabha.11. Matters connected with powers, privileges and amenities of members of the Punjab Vidhan Sabha.12. Issuance of instructions regarding sessions of the Punjab Vidhan Sabha.13. Dates of summoning and prorogation of the Punjab Vidhan Sabha.

Manjinder Kaur

09/05/2023
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ਚੰਡੀਗੜ੍ਹ

		<p>14. Planning and coordination of legislative, financial and other business of the Punjab Vidhan Sabha.</p> <p>15. Appointment of Secretary, Punjab Vidhan Sabha and all other matters relating to the post.</p> <p>16. Grants to the Common Wealth Parliamentary Association and the Indian Parliamentary Association.</p> <p>17. Transportation of dead bodies of members of the Legislative Assembly and members of Parliament of Punjab State.</p> <p>18. Government stand on Private Member's Bills and Resolutions.</p> <p>19. Sponsoring of the visits of members of the Legislative Assembly to places of interest and State Projects.</p> <p>20. Policy relating to whips, conferences and implementation of the recommendations thereof.</p> <p>21. Policy matters relating to the assurances given by the ministers in the Punjab Vidhan Sabha and their implementation.</p> <p>22. Manual of Instructions on matters relating to Parliamentary Affairs.</p> <p>23. Follow-up reports of the Committee on Papers Laid on the Table of the House.</p> <p>24. Coordination with Departments for sending replies of the Lok Sabha, Rajya Sabha and Punjab Vidhan Sabha Assembly questions.</p> <p>Punjab Vidhan Sabha (State Legislature) is Autonomous Body is related with this Department.</p> <p>Name of Minister-in-charge and Senior Officers along with their contacts is available on www.punjab.gov.in</p>
4(ii)	<p>The powers and duties of its officers and employees</p> <p style="text-align: right;"><i>Manjinder Kaur</i> ਸੁਪਰਡੈਂਟ 09/05/2023 ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਟ ਚੰਡੀਗੜ੍ਹ</p>	<p>Superintendent examine the cases put up by dealing assistants and further put up the same to the higher authorities for their approval/ orders in light of the</p>

		departmental instructions available on www.punjab.gov.in under the Notifications tab. Also as per Govt. Rules / Instructions of various departments like Finance Department, Planning Department, General Administration Department & Personnel Department etc.
4(iii)	The Procedure followed in the decision making process, including channels of supervision and accountability	-do-
4(iv)	The norms set for the discharge of functions	As per the instructions available on www.punjab.gov.in under the Notifications tab.
4(v)	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	As per the instructions available on www.punjab.gov.in under the Notifications tab.
4(vi)	A Statement of the categories of documents that are held by its or under its control	NIL
4(vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof	NIL
4(viii)	A Statement of Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether the meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public	NIL
4(ix)	A directory of its officers and employees	Available under the departments tab on www.punjab.gov.in
4(x)	the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As the staff working in this department is on the roll of Department of General Administration or Department of Personnel, the relevant details can be furnished by concerned departments only.

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4(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	No budget is allocated to this department.
4(xii)	the manner of execution of subsidy programmes including the amounts allocated and the details of the beneficiaries of such programmes.	NIL
4(xiii)	particulars of recipients of concessions, permits or authorisations granted by it	NIL
4(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form	NIL
4(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	NIL
4(xvi)	the names, designations and other particulars of the Public Information officers	PIO- Superintendent, Parliamentary Affairs Branch, 0172-2740611 (Ext:4543), Room No. 11, Seventh Floor, Punjab Civil Secretariat-1, Chandigarh First Appellate Authority- Under Secretary, Parliamentary Affairs, 0172-2740611 (Ext:4768), Punjab Civil Secretariat-1, Chandigarh
4(xvii)	such other information as may be prescribed, and thereafter update these publications every year	NIL

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