

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Punjab Bureau of Investment Promotion (PBIP)
Ground & 2nd Floor, Udyog Bhawan, Sector 17,
Chandigarh.

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INTRODUCTION

- 1** In order to promote transparency & accountability in the working of every public authority & to empower the citizens to secure access to information under the control of each public authority, the Govt. of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on June 15, 2005. In accordance with the provisions of section 4(1)(b) of this act, Punjab Bureau of Investment Promotion (PBIP) has brought out this manual for information & guidance of the stake holders & the general public.
- 2** The purpose of this manual is to inform the general public about PBIP’s organizational set up, functions & duties of its officers & employees, records & documents available with it.
- 3** This manual is aimed at the public in general & usage of the services, & provide information about the schemes, projects & Programmes being implemented by the PBIP.

Manual – 1

Particulars of the Public Authority (Section 4(1) (b) (i))

1.1 Name & address of the organization

Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

Punjab Bureau of Investment Promotion
Ground & 2nd floor, Udyog Bhawan, Himalaya Marg, Sector 17,
Chandigarh - 160017 (U.T.) India.

Morning hours of the office: **09:00 A.M. (Monday to Friday)**
Closing hours of the office: **05.00 P.M. (Monday to Friday)**

Note: The office of the department remains closed on all Gazetted Holidays and other holidays announced by the Government.

1.2 Head of the organization

Chief Executive Officer (CEO)

1.3 Objectives/purposes of the Public Authority

Vide Punjab Bureau of Investment Promotion Act 2016 (Punjab Act no. 32 of 2016). - To provide expeditious clearance of investment proposals (both regulatory and fiscal) in the state of Punjab and to implement investment promotion policies that may be announced by the State Government from time to time and for the matters connected therewith or incidental thereto.

Punjab Bureau of Investment Promotion (Invest Punjab) has been established by the government of Punjab for the beginning of long-lasting growth, development & progress in the Punjab with a slogan of "Progressive Punjab" The essence, which lies in the buoyant spirit of Punjab - resilient and enterprise for promoting the investment proposals in the key sectors (Agro & Food Processing, Textiles, Light Engineering, Information Technology,

Biosciences & Healthcare, Skills and Housing, Infrastructure & Renewable Energy) of the state with the following key objectives and functions:

1. Making Punjab an ideal destination not only for the presence of prerequisites needed for industry but moreover a promise to offer the best for investing in the state.
2. To offer robust infrastructure for industry, abundant technical labour and a high quality of life- all at competitive costs.
3. To leverage state's inherent strengths viz. our people and our fertile land.
4. To offer an attractive market along with key policy incentives to strengthen industry
5. To take the pro-active steps in attaining efficient processes while truing the sense of "Progressive" for eliminating administrative hurdles and envisioning a goal to become the place to do business in India.
6. To remove impediments to ensure smooth business in the state.
7. Facilitate all necessary regulatory approvals to investors.
8. Relationship officers to investors.
9. Simplified application process.

1.4 **Vision/ Mission Statements of the public Authority**

To make Punjab a preferred destination for investors.

To provide world class professional facilitation services to India and International Investors looking to invest in the State of Punjab.”

In pursuing this mission, we will:

- Act as “One Stop” regulatory/licensing approval Agency
- Develop investor friendly environment and processes with ‘client first ‘mindset
- Make relevant and high value added information and services available to investors
- Facilitate trade and investment opportunities that create value for investors and the State
- Build long term relationship with investors

1.5 **Brief history of the public authority and context of its formation**

The Punjab Bureau of Investment Promotion was created on the 5th December, 2013 by Governor of Punjab to inter-alia carry out the objectives of the Package of Fiscal Incentives for Industrial Promotion 2013 (R) in the state and it was further notified by the state government by enacting a legislation namely Punjab Bureau

of Investment Promotion Act 2016 (Punjab Act no. 32 of 2016). Now the PIU in Department of Industry and Commerce has been formed under IBDP 2017 for the processing of Incentive Cases under both policies (FIIP ® and IBDP) wherein there is a state level committee to process large unit cases and district level committee to process with investment upto Rs. 10 crores.

1.6 Functions & duties

Duties of the public authority & main activities/ functions of the public authority.

Subject to overall control and superintendence of the State Government in the Department of Investment Promotion, the Bureau shall exercise powers of the following departments as developed upon it under their respective rules/ acts through specific notifications issued to carry out the objectives of the Package of Fiscal Incentives for Industrial Promotion 2013 (R) and any other Industrial Development Policy issued Government of Punjab time by time:

| S. No. | Department | Regularity Authority | Powers vested in the PBIP |
|--------|-------------------------------------|--------------------------------|---|
| 1. | Science, Technology and Environment | Punjab Pollution Control Board | (i) Consent to Establish and Consent to Operate under Water (Prevention and Control of Pollution) Act, 1974 & Air (Prevention and Control of Pollution) Act, 1981 (ii) Authorization under Hazardous Waste (Management, Handling & Transboundary Movement) Rules, 2016 (ii) Registration for Recycling units under Hazardous Waste (Management, Handling & Transboundary Movement) Rules, 2016 (iv) Competent State Authority Clearance/Site Appraisal/ approvals (under the Factories Act, 1948). (v) Authorization under E – Waste (Management) Rules, 2016 (vi) Registration under Plastic Waste (Management) Rules, 2016 |

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| | | | (vii) Authorization for Bio-medical Waste (Management) Rules, 1998 |
| 2. | Excise & Taxation | Excise & Taxation | -VAT incentive - Registration - GST Incentives |
| 3. | Labour | a) Director of Factories b) Labour Commissioner | - Shop Registration - Permission for engaging contract for labour - Annual returns under Labour Laws - Factories License - Annual Filling under Factories Act, 1948 - Factory Building Plan approval |
| 4. | Industries | Directorate of Boilers | -Registration under Boilers Act, 1923 |
| 5. | Housing & Urban Development | Department of Housing & Urban Development | - Change of Land use - Approval of Building Plans |
| 6. | Local Government | Regional Deputy Director and Commissioner, Urban Local Bodies. | - Change of land use - Approval of building plans and completion. - Waiver of Property and other local taxes. - NOC of Fire Services |
| 7. | Forest & Wildlife | Principal Chief Conservator of Forests & Wildlife | - Grant of NOCs/ approvals -Where approach/ entry/ exit involves forest land - Diversion of Forest land (Less than one hectare) |
| 8. | Power | The Punjab State Power Corporation Limited and The Punjab State Transmission Corporation Limited. | - Load sanction and issue of new electricity connection - Agreement for High Tension/ Extra High Tension (above 100KV wires) |
| 9. | Power | Chief Electrical Inspector | - Certification of electrical infrastructure - Electricity Duty Exemption |
| 10. | Revenue | Financial Commissioner, Revenue, District Collector, District Revenue Officer and Sub Registrar | - Stamp Duty Exemption |

1.7 **List of services being provided by the public authority with a brief**

1. Project Proposal

- Processing applications received, for regulatory clearances and fiscal incentives

2. Investor Facilitation

- Providing assistance to Investors for FIIP, Regulatory & Bureau related matters

1.8 **Organization chart**

Organizational Structure Diagram at various levels namely State, Directorate, Region District, Block etc. (whichever is applicable).

The Punjab Bureau of Investment Promotion is structured on lines of a private enterprise with our CEO and Additional CEOs heading teams responsible for specific activities to handle investor queries, facilitate investments and ensure smooth project process. We have officers from regulatory departments as well as those related to fiscal incentives on board at PBIP so we can provide these approvals in an efficient manner.

1.9 **Expectation of the public authority from the public for enhancing its effectiveness and efficiency**

1. Cooperation of public and investors in related fields.
2. Investment proposals in related fields.
3. Advice, suggestions and feedback on the policies on related subjects.
4. Feedback/ assessment in the form of satisfaction reports.
5. Road Shows, events and summits in related fields

1.10 **Arrangements and methods made for seeking public participation/contribution**

1. Advice, suggestions, feedback and assessment on plain paper or through customer feedback forms.
2. Comments from industrialists in related fields could be sought while formulating draft policies and while reviewing or revising them.
3. Inquiry and feedback form through website/portal.
4. Suggestion and complaint box, etc.

1.11 **Mechanism available for monitoring the service delivery and public grievance resolution**

By the Chief Executive Officer, after due approval from the competent authority.

Manual – 2

Powers & Duties Of Officers & Employees Section 4(1)(b)(ii)

2.1 Powers & duties of officers (administrative, financial)

2.2 Rules/ orders under which powers & duties are derived

| Designation | Chief Executive Officer | |
|---------------|--|---|
| Powers | Administrative | <ul style="list-style-type: none"> ➤ Head of the Department of Investment Promotion. ➤ Delegate the powers with respect to particular officer/ department/ organization to any other officer of the Bureau. ➤ Exercise the powers of supervision and control over all the officers and employees of the Bureau. ➤ Competent authority to sign all documents, approvals and sanctions granted or issued by the Bureau. |
| | Financial | <ul style="list-style-type: none"> ➤ Sanctioning financial approval up to Rs.10 lacs |
| | Others | Nil |
| Duties | <ul style="list-style-type: none"> ➤ To receive, process and approve all investment proposals in the State; ➤ To coordinate with the government to encourage new investment and its actualization in the State in respect of all sectors of trade, commerce and industry; ➤ To grant requisite approvals if the proposal is covered under the Punjab Fiscal Industrial Incentives Package, 2013 or any such similar policy, package or programme of the Government, subject to the fulfillment of conditions specified for necessary statutory and other approval; ➤ To grant approvals in cases where all necessary statutory and other approvals are received or deemed to have been received; ➤ To issue Certificate of Eligibility for incentives as per policy; ➤ To refer cases which are not fully covered under the policy of Government to the Executive Committee; ➤ To assist various administrative line departments whose powers are devolved upon him under various Legislators/Acts/Rules. Regulations in evolving a procedure for carrying out annual audit of the proposals approved by the Bureau during a financial year; ➤ To resolve inter-departmental matters and coordinate with the concerned departments, qua any investment proposal, through various officers of line departments working in the Bureau; ➤ To guide a project proposer/applicant with regard to any investments in the State in such a manner, as he may consider appropriate to ensure that the investment is made at the earliest; ➤ To authenticate all documents on behalf of the Bureau; ➤ To make such procedures, as may be required for the efficient functioning of the Bureau, The Board of Governors shall be notified of such procedures as it deems fit from time to time; and | |

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| | <ul style="list-style-type: none"> ➤ To discharge such other functions, as may be assigned to him by the Government of the Board of Governors or the Executive Committee from time to time. |
|--|--|

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under the Punjab Fiscal Industrial Incentives Package 2013 (R) subject to fulfillment of conditions specified for necessary statutory and other approvals.

Order : Vide Endst. No. 10/19/2013-AS4/1986-89

| Designation | Additional C.E.O | |
|---------------|--|-----------------------------------|
| Powers | Administrative | As delegated by CEO |
| | Financial | Sanction approval upto Rs. 5 Lacs |
| | Others | As delegated by CEO |
| Duties | ➤ Assisting C.E.O in functioning of the Bureau. | |

Rules : Vide Punjab Government notification No. 7/17/13 AS1/1998 dated 5.12.2013 and Punjab Bureau of Investment Promotion Act 2016

Order : No. 6/1/2013-IAS(3)/41876 dated 19/12/13

| Designation | Chief Engineer (PPCB) | |
|---------------|-----------------------|--|
| Powers | Administrative | <ul style="list-style-type: none"> ➤ Consent to establish and consent to operate underwater (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and Control of Pollution) Act, 1981. ➤ Authorization under Hazardous Waste (management and Transboundary Movement) Rules,2016. ➤ Registration for Recycling under the Hazardous and Other Waste (management and Transboundary Movement) Rules 2016. ➤ Competent State Authority Clearance/Site appraisals/approvals (under the Factories Act, 1948). ➤ Authorization under the E-Waste (Management) Rules, 2016. ➤ Registration under the Plastic Waste Management Rules, 2016. ➤ Authorization for Bio-Medical Waste Management Rules, 2016. |
| | Financial | 1. NIL |
| | Others | 1. NIL |

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|---------------|---|
| Duties | <ul style="list-style-type: none"> ➤ To grant Consent to Establish (NOC) under Water Act, 1974 & Air Act, 1981 ➤ To grant Consent to operate under Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981. ➤ To grant authorization under Hazardous Waste (Management, Handling & Transboundary Movement) Rules, 2008. ➤ To grant registration for Recycling units under Hazardous Waste (Management, Handling & Transboundary Movement) Rules, 2008 ➤ To grant authorization under E – Waste (Management & Handling) Rules, 2011 ➤ To grant registration under Plastic Waste (Management & Handling) Rules, 2011 ➤ To grant authorization under Bio- medical Waste (Management & Handling) Rules, 1998 |
|---------------|---|

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013 and

- Under the provisions of section 4(1) of the Water (Prevention & Control of Pollution) Act, 1974.
- Under Air (Prevention & Control of Pollution) Act, 1981.
- Under Environment (Protection) Act, 1986.
- Under the Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
- E-waste (Management and Handling) Rules, 2011
- Plastic Waste (Management and Handling) Rules, 2011
- Bio-Medical Waste (Management & Handling) Rules, 1998

Order: Vide no. Estt.SA-3/F no.2014/7145 dated 29/1/2014

| Designation | Senior Town Planner (Town and Country Planning) | |
|---------------|---|--|
| Powers | Administrative | -Land use classification -Change of Land use -Approval of Zoning Plan -Approval of Layout cum Building Plan -Building Completion Certificate |
| | Financial | 1. NIL |
| | Others | |
| Duties | <ul style="list-style-type: none"> ➤ Competent Authority to grant Land Use Classification, Change of Land Use, Approval of Zoning Plan, Approval of Layout cum Building Plan and Building Completion Certificate of all projects submitted to 'Punjab Bureau of Investment Promotion' area upto 25 acres falling outside the Municipal limits under section 81 of chapter 11 of under section 2(m) of the Punjab Regional and Town Planning and Development Act, 1995. ➤ Referring the projects having area more than 25 acres to the Government in the Department of Town & Country Planning through | |

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| | <p>Chief Executive Officer, Punjab Bureau of Investment Promotion for approval of change of land use as per existing procedure.</p> <ul style="list-style-type: none"> ➤ Authority for projects falling outside Master Plan areas for the above said purpose |
|--|---|

Rules:- Vide Punjab Government notification No. 7/17/13 AS1/1998 dated 5.12.2013

- In pursuance of the provisions of section 2 (m) of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995), read with Punjab Urban Planning & Development Authority Building Rules, 2013.
- The statutory rules framed under the aforesaid act and in pursuance of provisions of section 81 of the Act ibid and further in pursuance of provisions of rule 11 (2) of the Punjab Apartment and Property Regulation Rules, 1995

Order: Vide Endst. No 1/46/2013-2MU1/143944/1-8

| | | |
|--------------------|--|--------|
| Designation | Addl. Excise & Taxation Commissioner (Excise and Taxation) | |
| Powers | Administrative | 1. NIL |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | ➤ Taking decision regarding VAT incentives for the new industrial units. | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013 and as applicable under Punjab Value added tax(Incentives) Rules, 2013

Order: Vide Endst. No. G-1-2013/DP 0103403074199 Patiala dated 19/12/2013

| | | |
|--------------------|--|---|
| Designation | Joint Director (Factories) | |
| Powers | Administrative | Single point of contact (Factories & Labour Department) |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Shop Registration ➤ Permission for engaging contractor for labour ➤ Annual returns under Labour Laws ➤ Factories License ➤ Animal Filling under Factories Act ➤ Factory Building Plan approval. | |

Rules: Vide Punjab Government notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under rules 3, 3-A, 4 and 6 of Punjab Factory Rules, 1952, relating to the submission of plans, approval of plans and certificate of stability in connection with projects covered under the Package of Fiscal Incentives for Industrial Promotion, 2013 (R).

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Order: Vide Endst no: 3197-3201 dated 3-2-14 & Endst. No 6/3/2013-4 labour/169614/4 dated 25.2.2014

| | | |
|--------------------|--|--|
| Designation | Deputy Director (Directorate of Boilers-Department of Industries and Commerce) | |
| Powers | Administrative | Representative of Director of Boilers, Department of Industries and Commerce, Punjab in Punjab Bureau of Investment Promotion in order to exercise the powers of Chief Inspector of Boilers u/s 5 of the Boilers Act, 1923 pertaining to all new projects falling in the purview of Punjab Bureau of Investment Promotion as notified by the Govt. of Punjab Notification No. 7/17/13AS/1998 dt December 5, 2013 and Punjab Bureau of Investment Promotion Act 2016 for such projects, he shall also conduct all functions relating to the registration of the Boiler u/s 7 of the Boilers Act, 1923 & relevant provision of Indian Boiler Regulation 1950 |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Permission for erection / installation of the Boiler before operation under the Boiler Act, 1923. ➤ Registration under Boilers Act, 1923 ➤ Responsible for end to end process for approval of new boilers, installation and registration of new boilers, being set up in Punjab as part of new projects covered under the Package of Fiscal Incentives for Industrial Promotion, 2013. He shall be responsible receiving applications, scrutiny of documents, approval of drawings, calculations, conducting spot inspections wherever and whenever required, certification of new boilers and final registration of Boilers, subject to final approval of the Chief Executive Officer of the Punjab Bureau of Investment Promotion. ➤ Exercise the powers of Chief Inspector of boilers under section 5 of the boilers act 1923 pertaining to all new projects in view of the Punjab bureau of Investment Promotion. | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under Section 5(2) of Indian Boilers Act, 1923, section 7 of the boilers act 1923 and the relevant provisions of Indian Boiler regulations 1950.

Order: Vide no. Tech/DOB/2008-09/Boiler Inspection/196-A dated 10.01.2014

| | | |
|--------------------|---|--------|
| Designation | Director- Town Planning (Local Government) | |
| Powers | Administrative | 1. NIL |
| | Financial | 1. NIL |
| | Others | 1. NIL |

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|---------------|---|
| Duties | <ul style="list-style-type: none"> ➤ Change of land use. ➤ Approval of building plans and their completion. ➤ Waiver of Property and other local taxes if any. |
|---------------|---|

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and as per Punjab Municipal Corporation act 1976, Commissioner, Municipal Corporation is the competent authority for approval of the building plans for corporation and as per Punjab municipal act 1911, Executive Officer is the competent Authority for approval of the building plans for Municipal Councils/Nagar Panchayats.

However Director, Town planning is deputed for grant of technical sanctions to the building plans received in the Bureau.

| | | |
|--------------------|--|-------------------|
| Designation | Deputy Director (Local Government) | |
| Powers | Administrative | As "Fire Officer" |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Grant NOC from Fire Services | |

Rules: Vide Punjab Government notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under clause C of section 2 of the Punjab Safety Measures for Prevention and Control of Fire Act 2012 (Punjab Act no 8 of 2013).

| | | |
|--------------------|---|---------------|
| Designation | Chief Conservator of Forests | |
| Powers | Administrative | Nodal Officer |
| | Financial | |
| | Others | |
| Duties | <ul style="list-style-type: none"> ➤ Grant of NOCs/ approval. ➤ When approach/entry/exit involves forest land ➤ Diversion of forest land (less than one hectare) | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under Forest conservation act, 1980

Order: Vide Endst. No. 2/6/2013-VAN.1/175874 dated 5.3.2014

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|--------------------|-----------------------------------|
| Designation | Deputy Secretary (Revenue) |
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|---------------|---|--------|
| Powers | Administrative | 1. NIL |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Stamp duty exemption when executed by or in favour of any person, purchasing land, the setting up of a project approved by the Punjab Bureau of investment Promotion in keeping with the provisions of the Package of Fiscal Incentives for Industrial Promotion, 2013. | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under clause (a) of sub-section (l) of section 9 of the Indian Stamp Act, 1899 (Central Act No.2 of 1899), with respect to the instruments specified in Schedule I-A, appended to the said Act.

Order: I.D .No.8/26/13-ST.3/449-52 dated 3-1-2014

| | | |
|--------------------|--|---|
| Designation | XEN-CEI (Department of Power) | |
| Powers | Administrative | <ul style="list-style-type: none"> ➤ To grant approvals to energize the new industrial consumer's Electrical installations (above 650 volts) for projects covered under the Package of Fiscal Incentives for Industrial Promotion, 2013. |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Certification of electrical infrastructure ➤ Electricity Duty Exemption | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013, Punjab Bureau of Investment Promotion Act 2016 and under regulation 43 of Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2010.

Order: Endst. No. 11274 dated 27-12-2013

| | | |
|--------------------|---|--|
| Designation | Deputy Chief Engineer Planning – II (PSPCL) | |
| Powers | Administrative | “According feasibility clearance for the load above 500 KVA, load sanctioning & issue of new electric connection.” |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Accord feasibility clearance for release of electric connection to the New Investment Proposals covered under the Package of Fiscal Incentives for Industrial Promotion, 2013, as per following procedure: <ul style="list-style-type: none"> a). Receipt of application along with proposed commissioning schedule by the applicant. b). Verification of documents. | |

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| | <p>c). Getting site examination and necessary assessment for the expenditure involved in release of connection from the concerned field office.</p> <p>d). Feasibility Clearance shall be given from the nearest 33/66/132/220 KV Sub Station after carrying out a detailed study of service line to be erected, loading conditions of feeding sub-station / mother Sub- Station and backup / common line up to feeding sub-Station including bay if any.</p> <p>e). On the spot signing A&A form (Application-cum-Agreement form), sanctioning of load and receipt of charges on account of assessment i.e. initial security, meter security, security (works), CEI fee etc. for various electrical installations.</p> <p>g). Overriding priority shall be given to such consumers.</p> <ul style="list-style-type: none"> ➤ Load sanctioning. ➤ Issue of new electricity connection. ➤ Agreement for High Tension/ Extra High Tension (above load of 100 KW/100KVA) lines. |
|--|---|

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013 and Punjab Bureau of Investment Promotion Act 2016

Order: Endst. No. 26380/26419/EB-407/L-12/2013 dated 31.12.2013

| | | |
|--------------------|--|--------|
| Designation | Joint Controller (Finance & Accounts) | |
| Powers | Administrative | 1. NIL |
| | Financial | 1. NIL |
| | Others | 1. NIL |
| Duties | <ul style="list-style-type: none"> ➤ Finance & Accounts functions of the Bureau ➤ Member of the Committee on Fiscal Incentives under the package of Fiscal Incentives for Industrial Promotion, 2013 | |

Rules: Vide Punjab Government Notification No. 7/17/13 AS1/1998 dated 5.12.2013 and Punjab Bureau of Investment Promotion Act 2016

Order: Vide Endst. No: TA(AS-2/JCFA & ACFA/2013/1562) dated 27/12/13

| | | |
|--------------------|----------------------------------|--|
| Designation | HoD-Accounts | |
| Powers | Administrative | Sanction of Casual leave & Sick leave to the staff of Accounts & Finance |
| | Financial | 1. NIL |
| | Others | Cheque Signing along with ED (HR & Admin) and Manager HR |
| Duties | 1. Accounts & Finance | |

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| | <ul style="list-style-type: none"> ➤ Process of all payments and their approval as per delegation of authority. ➤ Review of monthly Trial Balance, Cash Flow and Bank Reconciliation. ➤ Discussions with Statutory Auditors ➤ Income Tax assessments & deposit ➤ Review of deposits and investments of surplus funds ➤ AG audit ➤ Preparation of Budget & follow up for release of funds ➤ Utilization of funds. <p>2. Others</p> <ul style="list-style-type: none"> ➤ Preparation of agenda and minutes of Board of Governors & Executive Committee Meetings ➤ Ensure execution of the decisions and Corporate Governance ➤ Prepare ATR |
|--|--|

| | | |
|--------------------|---|--|
| Designation | ED (Admin & HR) | |
| Powers | Administrative | <ul style="list-style-type: none"> ➤ Sanction of Earned leave of entire group D staff, Casual leave & Sick leave to the concerned staff. ➤ Accepting authority for ACRs of class IV employees. |
| | Financial | <ul style="list-style-type: none"> ➤ Approval for purchase per transaction upto Rs. 25000. |
| | Others | <ul style="list-style-type: none"> ➤ Cheque signing along with DGM (Fin) and Manager HR |
| Duties | <p style="text-align: center;">HR</p> <ul style="list-style-type: none"> ➤ Policy formulation for Human Resource Management ➤ Overall supervision of Recruitment, Advertisement, Interview & Selection, Job offer and joining, Job allocation and induction, ➤ Processing of all cases relating to HRM including extensions, Information to Govt. Statutory requirements ➤ Agenda Items for BOD & Executive Committee meetings ➤ Replies to RTI queries. <p style="text-align: center;">Administration</p> <ul style="list-style-type: none"> ➤ To get the resource requirement for capital item approved by the competent authority. ➤ To approve stationary / consumable requirements. ➤ To release advertisements in newspapers. ➤ To implement the decisions taken BOD & Executive Committee pertaining to the division. | |

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| | |
|--|--|
| | <ul style="list-style-type: none"> ➤ To ensure internal audits of the division and identify root cause and take corrective actions. <p style="text-align: center;">IT</p> <ul style="list-style-type: none"> ➤ Overall supervision of implementation of IT & e-governance ➤ Identification & provision of IT resources for proper functions of the Bureau. |
|--|--|

| Designation | Manager HR | |
|---------------|-----------------------|---|
| Powers | Administrative | ➤ Nil |
| | Financial | ➤ Cheque signing along with DGM (Fin) and ED (HR & Admin) |
| | Others | ➤ Nil |

Manual – 3

Procedure followed In decision making Section 4(1)(b)(iii)

3.1 Process of decision making

All the files / cases / requests etc are dealt by the dealing officials / officers of the Punjab Bureau of Investment Promotion and put up to the Chief Executive Officer for approval / decision.

3.2 Final decision making authority

As per competency: -

- i) Board of Governors
- ii) Executive Committee
- iii) Chief Executive Officer
- iv) Additional Chief Executive Officer

3.3 Related provisions, acts, rules etc.

- i) Punjab Bureau of Investment Promotion Service Regulations 2014.
- ii) Instructions / orders received from Punjab Government from time to time
- iii) Punjab Government Policies
- iv) Manuals

3.4 Time limit for taking a decision, if any

Nil

3.5 Channels of supervision & accountability

The work of subordinates is supervised / checked by the next level officer.

Manual – 4

Norms for discharge of functions Section 4(1)(b)(iv)

Chief Executive Officer of the Punjab Bureau of Investment Promotion is overall in charge of the activity and under his direction / control, all the work is being done by the duly authorized team of the officers / officials who are on deputation from other Punjab Government Departments.

Manual – 5

**Rules, regulations, instructions, manuals & records under its control/
used by employees while discharging functions Section 4 (1)(b)(v)**

- **Title and nature of the record/ manual/ instruction Gist of contents**

All the Punjab Government rules / instructions / guidelines are being followed in Punjab Bureau of Investment Promotion for discharge of its administrative and establishment related functions. In addition to these rules the fiscal and revenue incentives are considered for sanction to the investors as per fiscal incentives for industrial promotion- 2013 (R) prepared by the Department of industries & commerce Punjab Chandigarh.

Manual – 6

Categories of documents held by the Authority or which are under its control Section 4(1)(b)(vi)

| Title of Document | Procedure to obtain the Document | Custodian of Document |
|--|---|-------------------------------------|
| <ul style="list-style-type: none"> - Files & Documents related to new Project - Fiscal Incentives for Industrial Promotion – 2013 prepared by the Department of Industries & Commerce (Pb) Chd | Approach PIO | Investor Facilitation Officer (IFO) |
| <ul style="list-style-type: none"> - Memorandum of Understanding (MoU's) signed with the Investors | -do- | -do- |
| <ul style="list-style-type: none"> Correspondence with Govt. Departments - Leave Record of Employees - Attendance Registers | -do- | HoD HR & Admin |
| <ul style="list-style-type: none"> - Cash Book - Ledger - Vouchers of Cash Book, Bank, Journals - Balance Sheet - Salary Register | The Books of accounts are not Public Documents & these are not available to Public. However, a printed copy of the Audited Balance Sheet can be given to the Public | HoD Accounts & Finance |
| | | |

Manual – 7

Arrangements for consultation with or representation by the members of the public in relation to formulation of policy or Implementation thereof Section 4(1)(b)(vii)

- **Relevant rule, circular etc.**
- **Arrangements for consultation with or representation by the members of the public in policy formulation/ policy implementation**

As per Punjab Government Notification no 7/17/13AS1/1998 dated December 5, 2013 and Punjab Bureau Of Investment Act 2016 in pursuance of the resolve of the Govt. to provide for one stop clearance of proposals of new investments in the state, the Governor of Punjab has established the Punjab Bureau of Investment Promotion (PBIP) to inter-alia carry out the executives of package of Fiscal Incentives for Industrial Promotion, 2013 (R) and to provide for the expeditious clearance of Investment Proposal (Both Regulatory and Fiscal) in the state of Punjab and to implement investment promotion policies that may be announced by the State Government from time to time and for the matter incidental and connected thereto. The Bureau is the implementing agency only

Subject to overall control and superintendence of the State Government in the Department of Investment promotion, the Board of Governors shall provide overall policy guidance and direction to the Bureau as following: -

1. It shall be the Apex body for all matters relating to the Bureau.
2. It shall be responsible for approving the regulations and procedures of the Bureau and allocating such functions to the Executive Committee and the Chief Executive Officer which are not specified.
3. It shall be responsible for creation, sanction, abolition and re designation of posts required for effective functioning of the Bureau.
4. It shall be responsible for approval of any borrowings or hypothecation of any assets of the Bureau, if required and
5. It shall approve the annual budget, accounts and reports including the audit report of the Bureau.

Manual – 8

Boards, Councils, Committees & Other Bodies constituted as part of the Public Section 4(1)(b)(viii)

Board of Governors

There shall be a Board of Governors of the Punjab Bureau of Investment Promotion as its apex governing body as following: -

| | | |
|---------|---|---------------|
| i) | Chief Minister | Chairman |
| ii) | Deputy Chief Minister/Minister In Charge Department Investment Promotion | Co- Chairman |
| iii) | Industries Minister | Vice-Chairman |
| iv) | Finance Minister | Member |
| v) | Agriculture Minister | Member |
| vi) | Health & Family Welfare Minister | Member |
| vii) | Tourism Minister | Member |
| viii) | Labour Minister | Member |
| xi) | Food Processing Minister | Member |
| x) | Information Technology Minister | Member |
| xi) | Housing & Urban Development Minister | Member |
| xii) | Local Government Minister | Member |
| xiii) | Science Technology & Environment Minister | Member |
| xiv) | Chief Secretary to Government of Punjab | Member |
| xv) | Financial Commissioner, Revenue | Member |
| xvi) | Financial Commissioner, Development | Member |
| xvii) | Principal Secretary, Finance | Member |
| xviii) | Financial Commissioner, Forests | Member |
| xix) | Principal Secretary to Chief Minister | Member |
| xx) | Principal Secretary, Health & Family Welfare | Member |
| xxi) | Principal Secretary, Tourism | Member |
| xxii) | Principal Secretary, Housing and Urban Development | Member |
| xxiii) | Financial Commissioner, Taxation | Member |
| xxiv) | Principal Secretary, Labour | Member |
| xxv) | Principal Secretary, Information Technology | Member |
| xxvi) | Principal Secretary, Power | Member |
| xxvii) | Principal Secretary, Industries & Commerce | Member |
| xxviii) | Principal Secretary, Local Government | Member |
| xxix) | Principal Secretary, Science Technology and Environment | Member |

| | | |
|----------|--|---------------------|
| xxx) | Principal Secretary, Investment Promotion | Member |
| xxxii) | Chief Executive Officer | Member Secretary |
| xxxiii) | Three Technical Experts to be nominated by the State Government; and | |
| xxxiiii) | Five representatives of Trade, Industry and Commerce to be Nominated by the State Government. | |

ii) Executive Committee

There shall be an Executive Committee to guide, monitor and review the functioning of the Bureau.

The Executive Committee shall consist of the following: -

| | | |
|------|--|----------------------|
| i) | Chief Secretary, Punjab | Chairman |
| ii) | Principal Secretary, Finance | Member |
| iii) | Principal Secretary to Chief Minister | Member |
| iv) | Principal Secretary, Industries & Commerce | Member |
| v) | Principal Secretary, Investment Promotion | Member |
| vi) | Chief Executive Officer, PBIP | Convener / Member |

Secretary

• Composition of Powers & Functions

As prescribed in Punjab Govt. Notification No. 7/17/13AS1/1998 dt. December 5, 2013 and Punjab Bureau of Investment Promotion Act 2016

• Whether their Meetings Are Open to the Public?

No

• Whether the Minutes of the Meeting are open to the Public?

No

• Place where the Minutes, if

Punjab Bureau of Investment Promotion, Ground Floor and 2nd floor, Udyog Bhawan, Sector – 17, Chandigarh.

• Open to Public are Available

No

Manual 9

Directory of officers & employees Section 4(1)(b)(ix)

Telephone Directory Link-

<http://investpunjab.gov.in/assets/docs/phonedirectory.pdf>

Manual-10

**Monthly Remuneration received by officers & employees
including system of compensation Section 4(1)(b)(x).**

Year: June, 2023

On Deputation

| Sr. No. | Employee Name | Designation | Gross Monthly Remuneration | System of Compensation as provided by in its regulations |
|----------------|------------------------|------------------------|-----------------------------------|--|
| 1 | Surinder Kaur | JCFA | 191640 | Monthly Remuneration paid directly to the officers/officials from PBIP |
| 2 | Hardeep Singh | Supdt Gr-II | 90340 | -Do - |
| 3 | Seema Bharti | Sr. Scale Steno | 87640 | Do |
| 4 | Pradeep Arora | Sr. Scale Steno | 87640 | Do |
| 5 | Kavita Chaddha | Sr. Asstt. | 104290 | Do |
| 6 | Kiran Bala | Sr. Scale Steno | 87640 | Do |
| 7 | Harwinder Singh Ghotra | Jt. Manager | 90964 | Do |
| 8 | Parveen Kumar Sharma | Jt. Manager | 92757 | Do |
| 9 | Jitender Rao | Dy. Executive Engineer | 66656 | Do |

Year: June, 2023

Contractual

| Sr. No. | Name of the Employee | Designation | Monthly Remuneration | System of Compensation as provided by in its regulations |
|----------------|-----------------------------|--------------------|-----------------------------|---|
| 1 | Sunil Kumar Juneja | IFO | 1,07,190 | Monthly Amount paid to Contractual staff |
| 2 | Sourabh Verma | Manager(HR) | 85,750 | -Do - |
| 3 | Tapasya Bansal | Executive | 42,880 | -Do - |
| 4 | Rupinder Kaur | Executive | 42,880 | -Do - |
| 5 | Manjit Thapa | Executive | 42,880 | -Do - |
| 6 | Nisha Rani | Executive | 42,880 | -Do - |
| 7 | Sandeep Pahwa | Executive | 42,880 | -Do - |

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Year: June, 2023

Out source

| Sr. No. | NAME | Designation | Monthly Remuneration | System of Compensation as provided by in its regulations |
|----------------|------------------------|------------------------|-----------------------------|---|
| 1 | ARUNJIT SINGH SIDHU | ADVISOR | 150000 | Monthly Amount paid to Outsourcing Agency |
| 2 | S. P. GARG | CONSULTANT 1 | 85033 | DO |
| 3 | VEENA KHETARPAL | CO-ORDINATOR | 51243 | DO |
| 4 | ANU SEHGAL | MGR & CONTENT DESIGNER | 66550 | DO |
| 5 | KAMALJIT SINGH | DESIGNER | 46585 | DO |
| 6 | HARNOOR CHHIBBER | CONTENT WRITER | 39930 | DO |
| 7 | ASHWINI KUMAR | ASSISTANT MANAGER | 38203 | DO |
| 8 | PURNIMA AHUJA | EXECUTIVE | 28250 | DO |
| 9 | SUDHAKAR BHATT | EXECUTIVE | 28250 | DO |
| 10 | BIKRAMJIT SINGH KANWAR | EXECUTIVE | 28250 | DO |
| 11 | BHANU PRIYA | EXECUTIVE | 28250 | DO |
| 12 | ASHOK SINGH | EXECUTIVE | 28250 | DO |
| 13 | ANIL K. JINDAL | EXECUTIVE | 28250 | DO |
| 14 | APURVA WASON | EXECUTIVE | 28250 | DO |

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| | | | | |
|----|----------------|-------------------------|-------|----|
| 15 | KAMALJIT KAUR | EXECUTIVE | 28250 | DO |
| 16 | KULVIR SINGH | EXECUTIVE | 28250 | DO |
| 17 | BHARTI BHARARA | EXECUTIVE | 28250 | DO |
| 18 | TUSHAR NEGI | EXECUTIVE | 28250 | DO |
| 19 | GURPREET KAUR | EXECUTIVE | 28250 | DO |
| 20 | RUCHIKA | EXECUTIVE | 28250 | DO |
| 21 | STUTY GANDOTRA | FRONT DESK EXECUTIVE | 28250 | DO |
| 22 | KULDIP KAUR | FRONT DESK EXECUTIVE | 28250 | DO |
| 23 | GURPREET SINGH | PEON | 20000 | DO |
| 24 | JONY KUMAR | PEON | 20000 | DO |
| 25 | RAVINDER VERMA | PEON | 20000 | DO |
| 26 | VINOD KUMAR | PEON | 20000 | DO |
| 27 | ANKIT KUMAR | PEON | 20000 | DO |
| 28 | SATISH KUMAR | PEON | 20000 | DO |
| 29 | TEJVEER SINGH | PEON | 20000 | DO |
| 30 | ROHIT | PEON | 20000 | DO |
| 31 | SIDHARTH | PEON | 20000 | DO |
| 32 | HARPREET SINGH | PEON | 20000 | DO |
| 33 | PRINCE | PEON | 20000 | DO |
| 34 | KULDEEP | PEON | 20000 | DO |
| 35 | UPENDRA SINGH | PEON | 20000 | DO |
| 36 | MITHANA DEVI | PEON | 20000 | DO |
| 37 | SHER SINGH | CHOWKIDAR | 20000 | DO |
| 38 | KULDEEP SINGH | PEON | 20000 | DO |

Information Handbook Under RTI Act, 2005

| | | | | |
|----|----------------|-----------|-------|----|
| 39 | JATINDER SINGH | CHOWKIDAR | 20000 | DO |
|----|----------------|-----------|-------|----|

Manual-11

Budget allocated to each agency including all plans, proposed expenditures & reports on disbursements made etc. Section 4(1)(b)(xi)

Finance Department has approved the budget estimates for the Financial Year 2023-24 as mentioned below:-

| Particulars | Amount(Rs.InLacs) |
|----------------------------------|--------------------------|
| Grant-in-Aid Salary S.O.E.31 | 805.33 |
| Grant-in-Aid Salary S.O.E.31 | 805.33 |
| Grant-in-Aid Non-Salary S.O.E.36 | 949.00 |
| Grant-in-Aid Capital S.O.E.35 | 10.00 |
| Total | 1764.33 |

The expenditure incurred is only for salary and non-salary of establishment and creation of capital assets of the Punjab Bureau of Investment Promotion.

Manual-12

Manner of Execution of Subsidy programmes Section4(1)(b)(xii)

Nil

Manual-13

Punjab Bureau of Investment Promotion (Bureau) has been set up by the Government of Punjab as the single point of contact for facilitation of regulatory clearances and fiscal incentives approvals to the investors who are looking to set up a new business or expand their presence in Punjab. The Bureau was established in December 2013 vide a Govt. notification wherein the concurrent powers of key departments were bought under a single roof for granting of statutory clearances required for setting up of business in the State. In Invest Punjab- Business First Portal for the cases which are having Plant & Machinery more than 10 Cr. are being monitored and facilitated in Invest Punjab and cases upto 10 Cr. are being facilitated at District level by the concerned Deputy Commissioner and GM-DIC. The list of Regulatory and Fiscal incentive approvals is provided by the Invest Punjab Business First Portal is as follows.

| Regulatory | | |
|--------------------------|--|---|
| S No. | Name of Approval | Department Name |
| Pre-Establishment | | |
| 1 | Forest NOC | Department of Forests & Wildlife |
| 2 | Change of Land Use(LG) | Local Government |
| 3 | Building Plan Approval - LG | Local Government |
| 4 | Grant of Permission for Change of Land Use (HUD) | Housing & Urban Development |
| 5 | Building Plan Approval - HUD | Housing & Urban Development |
| 6 | Consent To Establish (CTE) | Punjab Pollution Control Board |
| 7 | Application for Registration of Societies | Department of Industries & Commerce (Societies) |
| 8 | Application for Registration of Partnership Firms | Department of Industries & Commerce (Firms) |
| 9 | Application for Grant Provisional Fire Safety Certificate | Department of Fire Services |
| Pre-Operation | | |
| 10 | Boiler Installation / Erection Permission | Director Boilers |
| 11 | Boiler Manufacturer | Director Boilers |
| 12 | Boiler Erector/ Repairer-Renewal | Director Boilers |
| 13 | Consent to Operate (CTO) - Air | Punjab Pollution Control Board |
| 14 | Consent to Operate (CTO) - Water | Punjab Pollution Control Board |
| 15 | Consent to Operate (CTO) - Hazardous Waste Management | Punjab Pollution Control Board |
| 16 | HT Supply for Demand exceeding 500 kVA (Temporary) PCL -Requisition form | Punjab State Power Corporation Ltd |

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| | | |
|----|--|---|
| 17 | HT Supply for Demand exceeding 500kVA (Regular) PCL -Requisition form | Punjab State Power Corporation Ltd |
| 18 | LT Supply for Load / Demand up-to100 kW/kVA (Temporary) | Punjab State Power Corporation Ltd |
| 19 | HT Supply for Demand exceeding100 kW/kVA (Temporary) A&A | Punjab State Power Corporation Ltd |
| 20 | LT Supply for Load / Demand up-to100 kW/kVA (Regular) | Punjab State Power Corporation Ltd |
| 21 | HT Supply for Demand exceeding100 kW/kVA (Regular) A&A | Punjab State Power Corporation Ltd |
| 22 | Sewer Connection - LG | Local Government |
| 23 | Water Connection - LG | Local Government |
| 24 | Notice of completion and permission to occupy - LG | Local Government |
| 25 | Notice of Completion and Part Completion - HUD | Housing & Urban Development |
| 26 | Non Spcified Drug | Health & Family Welfare |
| 27 | Specified Drug | Health & Family Welfare |
| 28 | Certification of Electrical Infrastructure from Electrical Inspectorate | Department of Power |
| 29 | Punjab Electrical (Statutory inspectioin of the Electrical Installations) | Department of Power |
| 30 | Application for Grant Final Fire Safety Certificate | Department of Fire Services |
| 31 | Height Clearance NOC | Airport Authority of India |
| 32 | NOC from National Monuments Authority (NMA) for Construction Permit | National Monuments Authority |
| 33 | Application for Registration / Grantof Factory Licence under the Factories Act 1948 | Department of Labour (Directorof Factories) |
| 34 | Building plan Approvals (Factories) | Department of Labour (Directorof Factories) |
| 35 | Registration of Shops and Commercial Establishments Act, 1958 | Department of Labour |
| 36 | Registration of Establishment employing Contract Labour under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | Department of Labour |
| 37 | Certificate Of Stability | Department of Labour (Directorof Factories) |

Information Handbook Under RTI Act, 2005

| | | |
|----|---|--|
| 38 | Registration of Professiion Tax | Excise & Taxation |
| 39 | Renew Drug Manufacturing Licenses | Health & Family Welfare |
| 40 | Plot Allotment - PSIEC | Punjab Small Industries & Export Corporation Ltd |
| 41 | Application For Grant Of Licence Under Contract Labour (R & A) Act, 1970 | Department of Labour |
| 42 | APPLICATION FOR REGISTRATION OF ESTABLISHMENT, EMPLOYING WORKERS FOR BUILDING AND OTHER CONSTRUCTION WORK, UNDER BOCW ACT, 1996 | Department of Labour |
| 43 | Registration of Establishment Employing Migrant Workman | Department of Labour |
| 44 | License for New Manufacturer | Department of Legal Metrology |
| 45 | License for New Dealer | Department of Legal Metrology |
| 46 | License for New Repairer | Department of Legal Metrology |

Information Handbook Under RTI Act, 2005

| Incentive | | |
|------------------|---|-------------------------------------|
| S No. | Name of Approval | Department Name |
| 1 | Application for Exemption of CLU/EDC | Department of Industries & Commerce |
| 2 | Application for Exemption from Electricity Duty | Department of Industries & Commerce |
| 3 | Application for the Property Tax Exemption | Department of Industries & Commerce |
| 4 | Application for Investment subsidy by way of Reimbursement of net SGST/VAT | Department of Industries & Commerce |
| 5 | Additional Support under CGTMSE scheme for MSEs | Department of Industries & Commerce |
| 6 | Additional Support to Zero Effect Zero Defect (ZED) Scheme of GOI for MSMEs | Department of Industries & Commerce |
| 7 | Reimbursement of Expenses Incurred for Water Audit to MSMEs | Department of Industries & Commerce |
| 8 | Assistance for Environment Compliance for MSEs | Department of Industries & Commerce |
| 9 | Application for Reimbursement of Expenses Incurred for Patent Registration | Department of Industries & Commerce |
| 10 | Additional Support for Performance and Credit Rating Scheme of Ministry of MSME | Department of Industries & Commerce |
| 11 | Design Clinic Scheme | Department of Industries & Commerce |
| 12 | Application Form for Claim of Marketing Support | Department of Industries & Commerce |
| 13 | Form-FS Freight Assistance to Export Oriented Units | Department of Industries & Commerce |
| 14 | Application for Claiming Incentives of Exemption / Reimbursement of Stamp Duty | Department of Industries & Commerce |
| 15 | Employment Generation Subsidy to Anchor Units | Department of Industries & Commerce |
| 16 | Interest subsidy to MSMEs | Department of Industries & Commerce |

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| | | |
|----|---|-------------------------------------|
| 17 | Additional State Support Under CLCSS for Technology Upgradation for MSMEs | Department of Industries & Commerce |
| 18 | Financial Assistance for emerge exchange platform set up by NSE to SMEs | Department of Industries & Commerce |
| 19 | Reimbursement of Cost of Technology Acquisition for MSME | Department of Industries & Commerce |
| 20 | Scheme for Additional Capital Subsidy to ESDM | Department of Industries & Commerce |
| 21 | Application for Grant of Capital Subsidy to IT/ITES Units | Department of Industries & Commerce |
| 22 | Reimbursement of Expenses Incurred for Energy Audit to MSMEs | Department of Industries & Commerce |
| 23 | Scheme for Exemption of Various Taxes on Food Processing Industries | Department of Industries & Commerce |
| 24 | Application by Industrial Unit for Grant of Status of Early Bird Unit in the New Industrial Parks | Department of Industries & Commerce |
| | | |
| 25 | Reimbursement of Expenses Incurred on Quality Certification | Department of Industries & Commerce |
| 26 | Application for Assistance Under State Mini Cluster Development Programme | Department of Industries & Commerce |
| 27 | Application by Industrial Unit for Grant of First Unit in Border Zone | Department of Industries & Commerce |
| 28 | Application for availing assistance under the critical infrastructure development scheme (CIIDS) | Department of Industries & Commerce |
| 29 | Reimbursement of expenses Incurred for Safety Audit to MSMEs | Department of Industries & Commerce |
| 30 | Application format for claiming Rental lease subsidy by start-up | Department of Industries & Commerce |

Information Handbook Under RTI Act, 2005

| | | |
|----|---|-------------------------------------|
| 31 | Scheme for providing Fiscal Incentives to Incubators in Public & Private Sector | Department of Industries & Commerce |
| 32 | Market Development Assistance for Micro and Small Enterprises | Department of Industries & Commerce |

| Startup | | |
|----------------|---|--|
| S No. | Name of Approval | Department Name |
| 1 | Certificate of Incorporation of Company | Ministry of Corporate Affairs |
| 2 | Registration of Startup with Department of Promotion of Industry and Internal Trade (DPIIT) | Department of Promotion of Industry and Internal Trade |
| 3 | Registration of Startup with Startup Punjab | Punjab startup Cell (set up under the Department of Industries and Commerce, Government of Punjab) |
| 4 | List of clearances required - Information Technology (IT) sector startups Approval for : Registration of GST, Registration Under EPF Act | Excise & Taxation Ministry of Labour & Employment |
| 5 | List of clearances required - Manufacturing Sector startups | Excise & Taxation Ministry of Labour & Employment |
| 5.a | Punjab Small Industrial & Export Corporation Approval for: Land Allotment, Sewer Connection, Water Connection, Building Plan Approval | Punjab Small Industrial & Export Corporation |
| 5.b | Punjab State Pollution Control Board Approval for: Consent to Establish, Consent to Operate, Authorization Under Hazardous waste | Punjab State Pollution Control Board |
| 5.c | Department of Local Government Approval for: Sewer Connection, Building Plan Approval, Water Connection, Trade License, Change of Land Use | Department of Local Government |
| 5.d | Department of Labour Approval for: Registration of Shop and commercial Establishment under Act-1958, Factory License under the Factories Act-1948, Grant of License under Contract Labour Act-1970, Registration of Establishment employing Contract Labour under | Department of Labour |

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| | | |
|-----|--|-----------------------------------|
| | provision of The Contracts Labour (Regulation and Abolition) Act, 1970, Factory Building Plan Approval | |
| 5.e | Department of Excise and Taxation Approval for: Registration of GST, Registration of Profession Tax | Department of Excise and Taxation |
| 5.f | Ministry of Labour & Employment Approval for: Registration Under ESIC, Registration Under EPF Act | Ministry of Labour & Employment |
| 5.g | Department of Power Approval for: Obtaining Electricity Connection | Department of Power |
| | | |

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Information Available in electronic form Section 4(1)(b)(xiv)

All the relevant information from the public point of view has been reduced to electronic form and is available at the website of Punjab Bureau of Investment promotion viz <http://investpunjab.gov.in>

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Particulars of facilities available to citizens for obtaining information

Section 4(1)(b)(xv)

15.1 Name & location of the facility

Punjab Bureau of Investment Promotion, Ground & Second Floor, Himalaya Marg, Udyog Bhawan, Sector 17, Chandigarh

15.2 Details of information made available

The information is available as disclosed in the RTI manuals as well as on website

15.3 Working hours of the facility

09:00 A.M. to 05:00 P.M. (Monday to Friday)

15.4 Contact person & contact details (phone, fax, email)

Kindly refer the 9th manual & 16th manual.

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Name & designation of the Public Information Officer, Assistant Public Information Officer(s) & Appellate authority Address, telephone numbers & email ID each designated official Section 4(1)(b)(xvi)

| S. No. | Name of the Officer | Name of the Present post held by the Officer | Designated As | e-mail | Officer Address | Office Phone No. | Office Fax No. |
|--------|------------------------|--|----------------------------------|---------------------------------------|--|------------------|----------------|
| 1. | Mr. Himanshu Jain, IAS | ACEO | First Appellate Authority | aceo@investpunjab.gov.in | Punjab Bureau of Investment Promotion, Ground Floor and Second Floor Bhawan, Himalaya Marg, Sector 17 Chandigarh | 0172-2776018 | 0172-26776003 |
| 2. | Mr. Vishav Bandhu | Joint Director | Public Information Officer | vishav.bandhu@investpunjab.gov.in | | 0172-2715270 | |
| 3. | Mr. Hardeep Singh | superintendent | Asst. Public Information Officer | supdtforest.pbi p@investpunjab.gov.in | | 0172-2776004 | |

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Any other useful information Section 4(1)(b)(xvii)

17.1 Citizen’s charter of the public authority

Nil

17.2 Grievance Redressal mechanisms

The details on the complaints are sort from the concerned divisions/ department and the report is sent to the Chief Executive Officer for decision.

17.3 Details of applications received under RTI & information provided

| Year | Application Received | Information Provided | Pending |
|------|----------------------|----------------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

17.4 List of completed schemes/ projects/ programmes

Nil

17.5 List of schemes/ projects/ programmes underway

Nil

RTI Forms

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,
Punjab Bureau of Investment Promotion
Invest Punjab
Chandigarh

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 form 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
Punjab Bureau of Investment Promotion

Dated.....

E-mail address: vishav.bandhu@investpunjab.gov.in
Web-site: <http://investpunjab.gov.in/>
Tel. No.: 0172-2715270/0172-2776001

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

Information Handbook Under RTI Act, 2005

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 Office 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.
Punjab Bureau of Investment Promotion

Dated.....

E-mail address: vishav.bandhu@investpunjab.gov.in
Web-site: <http://investpunjab.gov.in/>

Tel. No.: 0172-2715270/0172-2776001

Strike out wherever not applicable.

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 (Sr. ED (Fin.) & CS, Punjab Bureau of Investment Promotion) within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.
Punjab Bureau of Investment Promotion

Dated.....

E-mail address: vishav.bandhu@investpunjab.gov.in
Web-site: <http://investpunjab.gov.in/>

Tel. No.: 0172-2715270/0172-2776001

Information Handbook Under RTI Act, 2005

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

| I.D No. | Name and Address of Applica nt | Date of receipt of applicatio n in Form A | Type of informatio n asked | Particulars of fee deposited | | | Status of disposal of application | | | |
|------------|---|---|----------------------------------|---------------------------------|-----------------|----------|-----------------------------------|------------------------|--------------|----------------------------------|
| | | | | Amoun t | Receip t No. | Dat e | Information | | Application | |
| | | | | | | | Supplie d | Partly Supplie d | Rejecte d | Returne d to applican t |
| | | | | | | | | | | |