

Obligations of Public Authorities



RIGHT TO INFORMATION ACT, 2005

DISCLOSURE/ MANUAL (SECTION 4(1)(b))



**Punjab State Information Commission,
Red Cross Building,
Near Rose Garden, Sector-16,
Chandigarh**

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, Punjab State Information Commission 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.

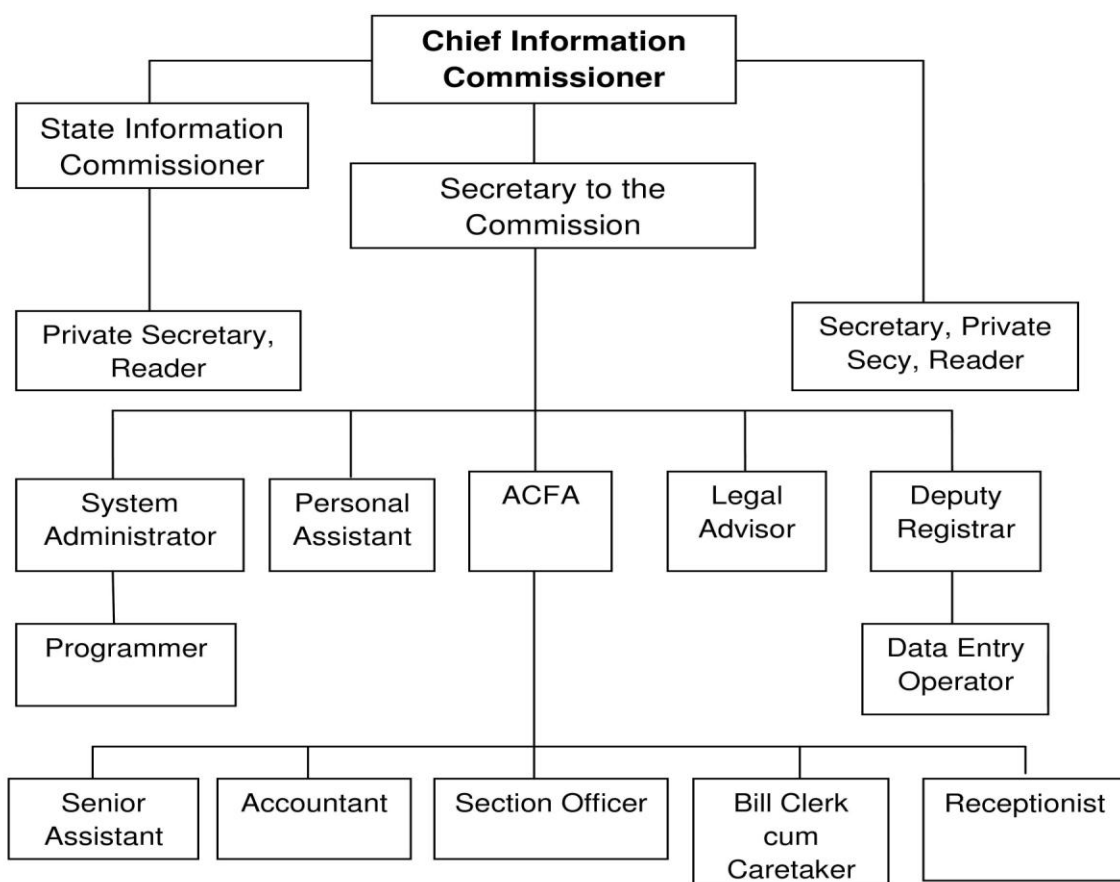
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1st Manual (Section 4(1)(b)(i)): Particulars of the Public Authority

Punjab State Information Commission has been constituted under Chapter IV of the RTI Act, 2005 vide Gazette Notification dated 11th October, 2005. The Commission's mandate is to exercise the powers conferred on it, and to perform the functions assigned to it under the Act. The Commission is itself a Public Authority as defined in section 2(h) of RTI Act, 2005.

- 1.1 **Name and address of the organization:** - Punjab State Information Commission, Red Cross Building, Near Rose Garden, Sector-16, Chandigarh.
- 1.2 **Head of the organization:** Chief Information Commissioner, Punjab.
- 1.3 **Key Objectives:** To promote transparency and accountability in the working of every public authority
- 1.4 **Functions & duties:** The main objective and functions of the organization is to deal with the complaints and 2nd appeals as per section 18 & 19 of the RTI Act, 2005. (Act No. 22 of 2005 which was passed by the Parliament on 15 June, 2005.)
- 1.5 **Organization chart:**

ORGANISATION CHART OF PUNJAB STATE INFORMATION COMMISSION

2nd Manual (Section 4(1)(b)(ii)): Powers & duties of officers & employees

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

Powers and Duties of its Officers & Employee

S.No	Designation	Powers and Duties
1.	Chief Information Commissioner	As provided under section 15(4) of the RTI Act, the general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act. Adjudication of appeal and complaint cases under RTI Act.
2.	State Information Commissioner	Adjudication of appeal and complaint cases under RTI Act and other administrative work as assigned by State Chief Information Commissioner.
3.	Secretary	General Administration.
4.	Assistant Controller Finance & Accounts	Finance & Administration.
5.	Deputy Registrar	Supervision of work of Registry Branch.
6.	System Administrator	Establishing and maintaining IT systems in the Commission, and managing website of the Commission.
7.	Programmer	Assistance to System Administrator.
8.	Legal Advisor	To advise the Commission on legal aspects.
9.	Secretary to CIC	Secretarial assistance to CIC.
10.	Senior Assistant	General Administration and legal functions relating to Administration.
11.	Section Officer	To deal with RTI applications.
12.	Private Secy to Secretary	Secretarial assistance to Secretary to Commission
13.	Private Secy/ ICs	Secretarial Assistance to Information Commissioners
14.	Reader/ ICs	Record keeping of court cases, secretarial assistance to Commissioners for court work
15.	Accountant	To deal with Account matters, preparation of salary of officers/ officials.
16.	Bill Clerk	To perform miscellaneous office duties including up keeping of the office work.
17.	Receptionist	To receive and dispatch dak and to attend the telephone calls.
18.	Data Entry Operators	Data Entry and record keeping of legal cases and report to Deputy Registrar.

19.	Drivers	To drive the Staff Cars
20.	Peon-cum-Messenger	Duties of class four

2.2 Rules/ Orders under which powers and duties are derived:

As per the provisions of the RTI Act, 2005

3rd Manual (Section 4(1)(b)(iii)): Procedure followed in decision making

3.1 Process of decision making:

- Appeals and complaints (u/s 19 and 18 of the RTI Act) are decided as per the provisions of the RTI Act 2005, the Punjab RTI Rules 2017 and Office orders of the Commission.
- The Commission functions under the supervision and directions of Chief Information Commissioner, Punjab.

3.2 Final decision making authority: Chief Information Commissioner, Punjab

3.3 Related provisions, acts, rules etc:

- RTI Act, 2005
- Punjab RTI Rules, 2017,
- Circulars/ office orders of the Commission

3.4 **Time limit for taking a decision, if any:** Regarding Appeals and Complaints u/s 19 and 18 received under RTI Act, decided as per the provisions of the RTI Act.

3.5 **Channels of supervision and accountability:** Refer to the organization chart as given in Manual 1.5.

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

4.1 **Nature of functions/services offered:** The Appeals and Complaints u/s 18 and 19 of RTI Act are decided.

4.2 **Norms/standards for functions / service delivery:** The norms followed are prescribed in the RTI Act, 2005, Punjab RTI Rules 2017 and Circulars/ office orders of the Commission.

4.3 **Time-limits for achieving the targets:** As per provisions of the RTI Act, 2005.

4.4 **Reference document prescribing the norms:** 1. RTI Act, 2005
2. Punjab RTI Rules, 2017
3. Circulars/ office orders of the Commission.

5th Manual (Section 4(1)(b)(v)): 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	List of Content
1)	The Right to Information Act 2005	Act	RTI Act
2)	Punjab Right to Information Rules 2017	Rules	Rules
3)	Various Rules of the Govt. of Punjab	Rules	Rules
4)	Office orders of the Commission	Orders	Orders

6th Manual (Section 4(1)(b)(vi)): Categories of documents held by the Authority or which are under its control

6.1 Title of the document: Mentioned in table below

6.2 Category of document: Mentioned in table below

6.3 Custodian of the document: Mentioned in table below

Title of the Document (6.1)	Category of Document(6.2)	Custodian of the document(6.3)
1. Personal Files 2. Administration Files 3. Leave Record etc.	Administration files	Administration Cell
1. Accounts Record (e.g. Cash Book, Ledger, etc.)	Accounts File	Accounts Branch
1. Record relating to appeal / complaint cases	Legal files	Legal Cell

7th Manual (Section 4(1)(b)(vii)): Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

7.1 **Relevant rule, circular etc:** As per RTI Act.

7.2 **Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:** The hearings of Complaints/Appeals are open to the general public. Wherever the Respondent/Appellants have number of cases, efforts may be made to club such cases so that they could be heard on a single day.

Video Conference facility in all the 22 districts of Punjab to enable the general public to plead their cases. Hearing of the cases through Video Conference facility is conducted in the office, of the respective Deputy Commissioner.

8th Manual (Section 4(1)(b)(viii)): Boards, Councils, Committees and Other Bodies constituted as part of the Public

- 8.1 **Name of the Board, Council, committee etc:** Sub-committees consisting of SICs/officers of the Commission are also constituted by the CIC as and when their need is felt.
- 8.2 **Composition Powers & functions:** As decided time to time by the CIC
- 8.3 **Whether their meetings are open to the public?** Depends upon time to time.
- 8.4 **Whether the minutes of the meeting are open to the public:** Yes (Full Commission).
- 8.5 **Place where the minutes if:** Chamber of CIC.
- 8.6 **Open to the public is available?** : Yes, on the website.

9th Manual (Section 4(1)(b)(ix)): Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

Sr	Name	Designation	Office Telephone	Mobile No.	Fax	Email
1.	Sh. Suresh Arora, IPS (Retd)	Chief Information Commissioner	0172- 2864100, 2864101	9815137788	0172- 2864110, 2864125	pcic20@punjab mail.gov.in
2.	Dr. Pawan Kumar Singla	State Information Commissioner	0172- 2864115	9501010711	-do-	psic25@punjab mail.gov.in
3.	Smt. Preety Chawla	State Information Commissioner	0172- 2864117	9888044427	-do-	psic27@punjab mail.gov.in
4.	Sh.Hem Inder Singh	State Information Commissioner	0172- 2864118	9814376680	-do-	psic28@punjab mail.gov.in
5.	Sh.Avtar Singh Kaler	State Information Commissioner	0172- 2864119	9814109025	-do-	psic29@punjab mail.gov.in
6.	Sh.Khushwant Singh	State Information Commissioner	0172- 2864114	9876020800	-do-	psicsic30@punj abmail.gov.in
7.	Sh.Sanjiv Garg	State Information Commissioner	0172- 2864120	9814814459	-do-	psicsic31@punj abmail.gov.in
8.	Sh. Asit Jolly	State Information Commissioner	0172- 2864111	9814004968	-do-	psic21@punjab mail.gov.in
9.	Lt Gen Ajae Kumar Sharma (Retd.)	State Information Commissioner	0172- 2864116	9871043449	-do-	psic26@punjab mail.gov.in

10.	Sh. Rajiv Kumar Gupta, PCS	Secretary (Addl. Charge)	0172-2864102	9814436311	-do-	secy.psic@punjabmail.gov.in
11.	Sh. Ani Parkash (On deputation)	Assitant Controller Finance & Accounts	0172-2864103	9041036410	-do-	srast.psic@punjabmail.gov.in
12.	Sh. Shingara Singh	Deputy Registrar	0172-2864104	-	-do-	dr.psic@punjabmail.gov.in
13.	Sh. Anil Kumar	Senior Assistant	0172-2864107	-	-do-	srast.psic@punjabmail.gov.in
14.	Sh.Sudhir Kumar	Section Officer	0172-2864108	-	-do-	so.psic@punjabmail.gov.in
15.	Sh. Raj Kumar	Accountant	0172-2864108	-	-do-	act.psic@punjabmail.gov.in
16.	Sh. Ashwani Kumar (On deputation)	Secretary to CIC	0172-2864100-01	8872948700	-do-	pcic20@punjabmail.gov.in
17.	Sh. Krishan Kumar Verma	Private Secretary to CIC	0172-2864100-01	-	-do-	pcic20@punjabmail.gov.in
18.	Sh.Jagdish Kumar	Reader to CIC	0172-2864100-01	-	-do-	pcic20@punjabmail.gov.in
19.	Ms.Kritika Sharma	PA to Secy	0172-2864102	-	-do-	secy.psic@punjabmail.gov.in
20.	Sh. Sunil Handa	Private Secy (NSB)	0172-2864113	-	-do-	psic23@punjabmail.gov.in
21.	Sh. Kulwant Singh	Reader(NSB)	0172-2864113	-	-do-	psic23@punjabmail.gov.in
22.	Ms. Gyatri	Private Secretary(PKS)	0172-2864115	-	-do-	psic25@punjabmail.gov.in
23.	Ms.Prity	Reader(PKS)	0172-2864115	-	-do-	psic25@punjabmail.gov.in
24.	Ms. Ranju Sood	Private Secretary(PC)	0172-2864117	-	-do-	psic27@punjabmail.gov.in
25.	Ms. Neha	Reader(PC)	0172-2864117	-	-do-	psic27@punjabmail.gov.in
26.	Sh. Ajmer Singh	Private Secretary (HIS)	0172-2864118	-	-do-	psic28@punjabmail.gov.in
27.	Sh. Vijay Kumar	Reader (HIS)	0172-2864118	-	-do-	psic28@punjabmail.gov.in
28.	Sh. Harish Kumar	Private Secretary(ASK)	0172-2864119	-	-do-	psic29@punjabmail.gov.in
29.	Ms. Sukhbeer Kaur	Reader (ASK)	0172-2864119	-	-do-	psic29@punjabmail.gov.in

30.	Sh.Baldev Raj	Private Secretary(KS)	0172-2864114	-	-do-	psicsic30@punjabmail.gov.in
31.	Sh.Damandeep Singh	Reader(KS)	0172-2864114	-	-do-	psicsic30@punjabmail.gov.in
32.	Sh.Tushal	Private Secretary(SG)	0172-2864120	-	-do-	psicsic31@punjabmail.gov.in
33.	Ms.Ravneet	Reader(SG)	0172-2864120	-	-do-	psicsic31@punjabmail.gov.in
34.	Sh.Pradeep Chauhan	Private Secretary(AJ)	0172-2864111	-	-do-	psic21@punjabmail.gov.in
35.	Ms.Poonam Saini	Reader(AJ)	0172-2864111	-	-do-	psic21@punjabmail.gov.in
36.	Ms. Reema	Private Secretary(AKS)	0172-2864116	-	-do-	psic26@punjabmail.gov.in
37.	Sh. Sant Singh	Reader(AKS)	0172-2864116	-	-do-	psic26@punjabmail.gov.in
38.	Sh. Virender Singh	Programmer	0172-2864106	-	-do-	scic@punjabmail.gov.in
39.	Sh.Sourav Likhi	Bill Clerk	0172-2864109	-	-do-	blck.psic@punjabmail.gov.in
40.	Ms. Meena Rani	Receptionist	0172-2864105	-	-do-	scic@punjabmail.gov.in
41.	Ms. Anita Rani	Data Entry Operator	0172-2864124	-	-do-	dr.psic@punjabmail.gov.in
42.	Mr. Sandeep Singh	Data Entry Operator	0172-2864124	-	-do-	dr.psic@punjabmail.gov.in
43.	Ms. Anisha Chawla	Data Entry Operator	0172-2864124	-	-do-	dr.psic@punjabmail.gov.in
44.	Ms. Shabnam	Data Entry Operator	0172-2864124	-	-do-	dr.psic@punjabmail.gov.in
45.	Mr. Khema Nand	Data Entry Operator	0172-2864124	-	-do-	dr.psic@punjabmail.gov.in

10th Manual (Section 4(1)(b)(x)): 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

Sr.	Name	Designation	Monthly Remuneration		Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
			Basic	Total		
1.	Sh. Suresh Arora, IPS (Retd.)	Chief Information Commissioner	2,50,000 (Fixed)	Basic + Allowances	-	As per the terms and conditions fixed by the Government.
2.	Dr. Pawan Kumar Singla	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
3.	Ms. Preety Chawla	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
4.	Sh. Hem Inder Singh	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
5.	Sh. Avtar Singh Kaler	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
6.	Sh. Kushwant Singh	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
7.	Sh. Sanjiv Garg	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
8.	Sh. Asit Jolly	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-
9.	Lt Gen Ajae Kumar Sharma (Retd.)	State Information Commissioner	2,25,000 (Fixed)	Basic + Allowances	-	-do-

10.	Sh. Rajiv Kumar Gupta, PCS	Secretary (Addl. Charge)	-	-	-	-do-
11.	Sh. Ani Parkash	Assitant Controller Finance & Accounts (On deputation)	27,150/- plus 5,400/- (Grade Pay)	Basic + Allowances	-	As per the terms and conditions fixed by the Government.
12.	Sh. Ashwani Kumar	Secretary to CIC (On deputation)	16,730/- plus 3,600/- (Grade Pay)	Basic + Allowances	-	As per the terms and conditions fixed by the Government.
13.	Sh. Anil Kumar	Senior Assistant	-	28,214	-	D.C. Rate
14.	Sh. Sudhir Kumar	Section Officer	-	29,557	-	-do-
15.	Sh. Raj Kumar	Accountant	-	28,214	-	-do-
16.	Sh. Shingara Singh	Deputy Registrar	-	29,557	-	-do-
17.	Sh. Krishan Kumar Verma	Private Secretary to CIC	-	29,557	-	-do-
18.	Sh. Jagdish Kumar	Reader to CIC	-	29,557	-	-do-
19.	Ms.Kritika Sharma	PA to Secy	-	29,557	-	-do-
20.	Sh. Sunil Handa	Private Secretary (NSB)	-	29,557	-	-do-
21.	Sh. Kulwant Singh	Reader(NSB)	-	29,557	-	-do-
22.	Ms. Gyatri Mehndiratta	Private Secretary(PKS)	-	29,557	-	-do-
23.	Ms.Prity	Reader(PKS)	-	29,557	-	-do-
24.	Ms. Ranju Sood	Private Secretary(PC)	-	29,557	-	-do-
25.	Ms. Neha	Reader(PC)	-	29,557	-	-do-
26.	Sh. Ajmer Singh	Private Secretary(HIS)	-	29,557	-	-do-
27.	Sh. Vijay Kumar	Reader(HIS)	-	29,557	-	-do-
28.	Sh. Harish Kumar	Private Secretary(ASK)	-	29,557	-	-do-
29.	Ms. Sukhbeer Kaur	Reader(ASK)	-	29,557	-	-do-
30.	Sh. Baldev Raj	Private Secretary(KS)	-	29,557	-	-do-
31.	Sh. Damandeep	Reader(KS)	-	29,557	-	-do-

32.	Sh. Tushal	Private Secretary(SG)	-	29,557	-	-do-
33.	Ms.Ravneet Kaur	Reader(SG)	-	29,557	-	-do-
34.	Sh.Pardeep Chauhan	Private Secretary(AJ)	-	29,557	-	-do-
35.	Ms.Poonam Saini	Reader(AJ)	-	29,557	-	-do-
36.	Ms.Reema Sharma	Private Secretary(AKS)	-	29,557	-	-do-
37.	Sh. Sant Singh	Reader (AKS)	-	29,557	-	-do-
38.	Sh. Virender Singh	Programmer	-	35,704	-	-do-
39.	Sh. Sourav Likhi	Bill Clerk	-	21,863	-	-do-
40.	Ms. Meena Thakur	Receptionist	-	21,863	-	-do-
41.	Ms. Anita Rani	Data Entry Operator	-	21,863	-	-do-
42.	Mr. Sandeep Singh	Data Entry Operator	-	21,863	-	-do-
43.	Ms. Anisha Chawla	Data Entry Operator	-	21,863	-	-do-
44.	Ms. Shabnam Rana	Data Entry Operator	-	21,863	-	-do-
45.	Mr. Khema Nand	Data Entry Operator	-	21,863	-	-do-
46.	Sh. Jasbir Singh	Driver	-	19,650	-	-do-
47.	Sh. Hardeep Singh	Driver	-	19,650	-	-do-
48.	Sh.Baswa Nand	Driver	-	19,650	-	-do-
49.	Sh. Manpreet Singh-I	Driver	-	19,650	-	-do-
50.	Sh. Sandeep Kumar	Driver	-	19,650	-	-do-
51.	Sh. Baljinder Singh	Driver	-	19,650	-	-do-
52.	Sh. Iqbal Singh	Driver	-	19,650	-	-do-
53.	Sh. Rajesh Kumar	Driver	-	19,650	-	-do-
54.	Sh. Daman Kumar	Driver	-	19,650	-	-do-
55.	Sh. Dinesh Pathania	Driver	-	19,650	-	-do-
56.	Sh. Hemant Sharma	Driver	-	19,650	-	-do-
57.	Sh. Nirmal Singh	Peon	-	15,003	-	-do-
58.	Sh. Pappu Kumar	Peon	-	15,003	-	-do-
59.	Sh. Jagdish Chand	Peon	-	15,003	-	-do-
60.	Sh. Anil Chauhan	Peon	-	15,003	-	-do-
61.	Sh. Ramesh Kumar	Peon	-	15,003	-	-do-
62.	Sh. Agarwant Singh	Peon	-	15,003	-	-do-
63.	Sh. Amarjit Singh	Peon	-	15,003	-	-do-
64.	Sh. Ajay Sharma	Peon	-	15,003	-	-do-
65.	Sh. Gajinder Pal	Peon	-	15,003	-	-do-

66.	Sh. Gaurav Kaushik	Peon	-	15,003	-	-do-
67.	Sh. Amandeep	Peon	-	15,003	-	-do-
68.	Sh. Gurvinder	Peon	-	15,003	-	-do-
69.	Sh. Neeraj	Peon	-	15,003	-	-do-
70.	Sh. Arun	Peon	-	15,003	-	-do-

Note: Legal Advisor draws a fixed retainership fee of Rs.25,000/- per month.

11th Manual (Section 4(1)(b)(xii)): Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

- 11.1 **Total Budget for the Public Authority (Current Financial year):** Rs. 10,93,00,000/-
 11.2 **Budget for each agency and plan & programmes:** Salary/ Non-Salary
 11.3 **Proposed expenditures:**
 11.4 **Revised budget for each agency, if any:** N/A
 11.5 **Report on disbursements made and place where the related reports are available:** In the office of the Commission.

12th Manual (Section 4(1)(b)(xii)): Manner of execution of subsidy programmes

Punjab State Information Commission does not implement any subsidy programme.

- 12.1 **Name of the programme or activity :** N/A
 12.2 **Objective of the program :** N/A
 12.3 **Procedure to avail benefits :** N/A
 12.4 **Duration of the programme/scheme:** N/A
 12.5 **Physical and financial targets of the program:** N/A
 12.6 **Nature/scale of subsidy/amount allotted :** N/A
 12.7 **Eligibility criteria for grant of subsidy:** N/A
 12.8 **Details of beneficiaries of subsidy program (Number, Profile etc.):** N/A

13th Manual (Section 4(1)(b)(xiii)): Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

- 13.1 **Concessions, permits or authorizations granted by Public Authority** : No concessions/ permits/ authorizations are given by the Commission.
- 13.2 **For each concession, permit or authorization granted** : N/A
- 13.3 **Eligibility criteria** : N/A
- 13.4 **Procedure for getting the concession/grant and/or permits or authorizations** : N/A
- 13.5 **Name and address of the recipients given concessions/ permits or authorizations** : N/A
- 13.6 **Date of award of concessions/ permits or authorizations**: N/A

14th Manual (Section 4(1)(b)(xiv)): Information available in electronic form

- 14.1 **Details of information available in electronic form: Website of the Commission:**
Record pertaining to Appeal / Complaint cases,
Record pertaining to miscellaneous applications received in the Commission.
- 14.2 **Name/ title of the document/ record/ other information:**
1. Right to Information Act, 2005;
 2. Punjab Right to Information Rules 2017;
 3. Details about Manuals u/s 4 of the RTI Act;
 4. Connected website links.
 5. All Judicial Orders of the Commission;
 6. Cause list and status of cases before the Commission.
 7. Proceedings of the meetings of Full Commission.
- 14.3 **Location where available:** On the website of the Commission. www.infocommpunjab.com

15th Manual (Section 4(1)(b)(xv)): Particulars of facilities available to citizens for obtaining information

- 15.1 **Name & location of the facility:** Submission of application can be done through post or by hand at reception of Punjab State Information Commission, Red Cross Building, Near Rose Garden, Sector- 16, Chandigarh
- 15.2 **Details of information made available:** The information listed in 14.2 above is available.
- 15.3 **Working hours of the facility:** 09:00 AM to 05:00 PM on all working days. Holidays notified by Punjab Government are observed.

16th Manual (Section 4(1)(b)(xvi)): 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

Name of Officer	Designation	Telephone No.	Address	Mobile	Fax
Ms. Madhvi Kataria, IAS	First Appellate Authority	0172-2864102	Red Cross Building, Near Rose Garden, Sector - 16, Chandigarh	98887-19653	0172-2864110 & 2864125
Sh. Ani Parkash, Assistant Contoller Finance & Administration	Public Information Officer	0172-2864103	Red Cross Building, Near Rose Garden, Sector - 16, Chandigarh	90410-36410	0172-2864110 & 2864125
Sh. Sudhir Kumar, Section Officer	Asstt. Public Information Officer	0172-2864108	Red Cross Building, Near Rose Garden, Sector - 16, Chandigarh	94643-95148	0172-2864110 & 2864125

17th Manual (Section 4(1)(b)(xvii): Any other useful information

- 17.1 **Citizen's charter of the public authority:** N/A
- 17.2 **Grievance redressal mechanisms:** "Contact Us" on website of the Commission i.e. www.infocommpunjab.com
- 17.3 **Details of applications received under RTI and information provided:**

Period (Year)	Application Received (Total)	Information Provided (Disposed of)	Pending (Balance)
Available on website of the Commission i.e. www.infocommpunjab.com at "STATUS" on left side or type " http://infocommpunjab.com/Status.aspx "			

- 17.4 **List of completed schemes / projects / programmes:**
a) N/A
- 17.5 **List of schemes/projects/programmes underway**
a) N/A
- 17.6 **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-**

S.no	Project /Scheme/Programmes Name	Details of Project	Name of Contractor	Amount of Contract	Completion of Contract/Duration
1)	N/A	N/A	N/A	N/A	N/A

- 17.7 **Any other Information:** Nil

Form 'A'

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

I.D.No _____

Date _____

(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 _____

4 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

I.D N. o	Name and Addres s of Applic ant	Date of Receipt of Applicat ion in Form A	Type of Informa tion asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Sup plie d	Part ially Sup plie d	Rej ect ed	Return ed to Applican t