

Obligations of Public Authorities



MANUAL UNDER

RIGHT TO INFORMATION ACT, 2005

(Available in Electronic and Printed format)

English Version

Punjab State Agro Foodgrains Corporation Limited.
Plot No. 2, Sector 28-A
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 Agro Foodgrains Corporation Ltd. has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005

Every Public Authority shall:-

Every Public Authority shall maintain all its records duly
catalogued and indexed in a manner

17 Manuals

Publish all relevant facts while formulating important policies or
announcing the decisions which affect public informed

Provide reasons for its administrative or quasi-judicial decisions
to affected persons

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)

Every Information shall be disseminated widely (Sub-Section 1)

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: PARTICULARS OF THE PUBLIC AUTHORITY**1.1 Name and address of the organization:-**

Punjab Agro Foodgrains Corporation Limited
2-A, Sector 28-A, Madhya Marg, Chandigarh - 160002, INDIA .
Fax: 91-172-2657398, 2651561
EPABX: 91-172-2651576, 2656241, 2656242, 2656247, 2656272
E-mail: mail@punjabagro.org.in

1.2 Head of the organization: Managing Director

1.3 Key Objectives: PAFC is the premier organization of Punjab Government, entrusted with the responsibility of marketing of fertilizer, petrol, diesel, lubricants, contract farming and procurement of wheat and paddy on behalf of FCI in the state.

1.4 Functions and duties: Punjab Agro Foodgrains Corporation (PAFC), a wholly owned subsidiary of Punjab Agro Industries Corporation, came into existence in 2002 with the objectives to carry out the marketing of agri inputs, procurement of foodgrains and support diversification of agriculture through Contract Farming. The main objectives of the corporation, include all kinds of activities relating to Foodgrains, Minerals, Metals, Fertilizers, Chemicals, Pesticides, Machinery and Engineering Products including to process, sell, purchase, import, export, store, preserve or otherwise deal in all kinds of inputs and other materials required for agriculture, horticulture and other activities and to process, sell, purchase, import export, store, preserve, distribute or otherwise deal in all kinds of produce of agriculture, horticulture and other activities and to undertake, assist and promote operations pertaining to agriculture, horticulture and other activities.

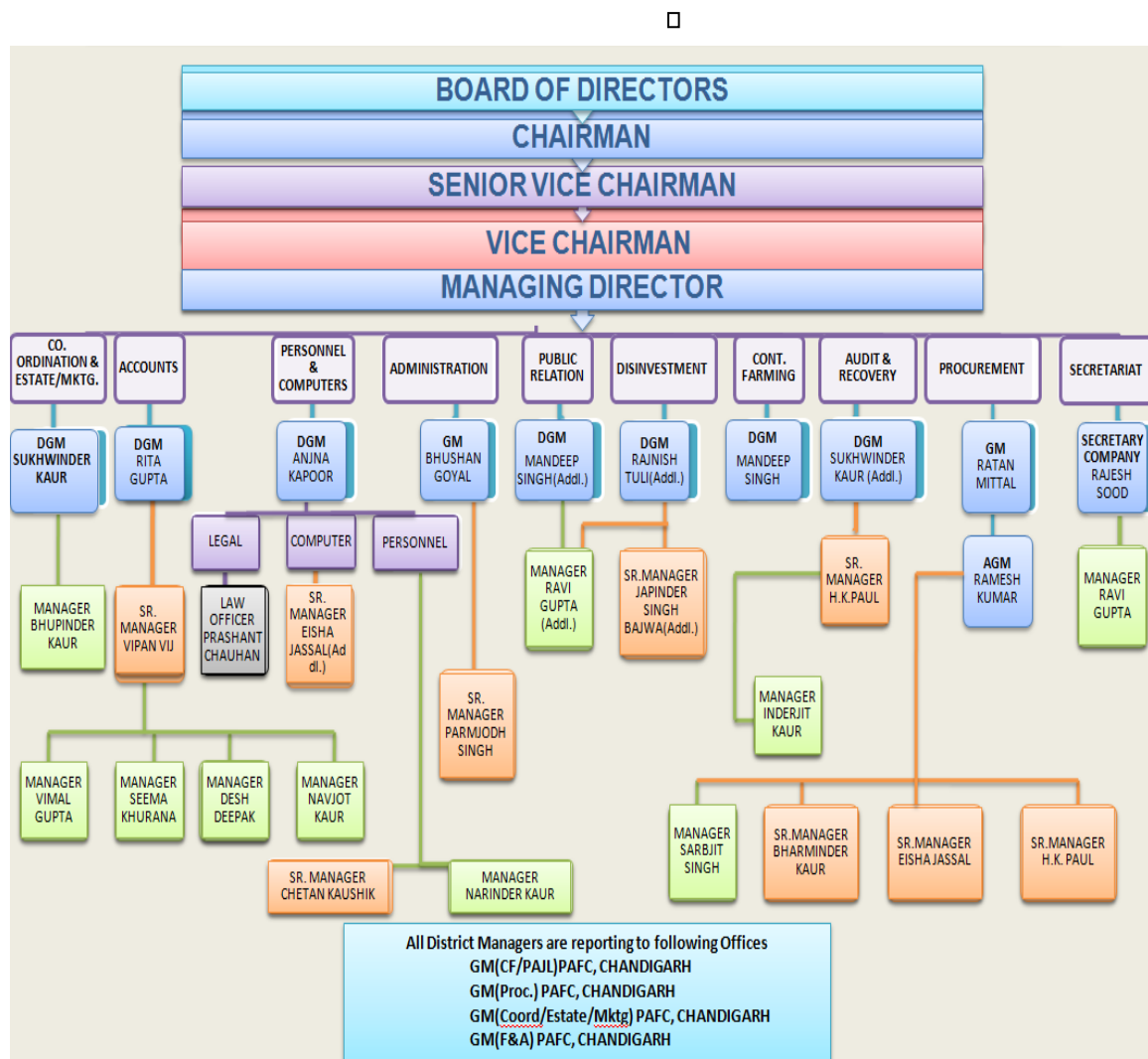
The authorized and paid up Share Capital of the Company is Rs.50 million and is fully subscribed by PAIC. The turn-over of the Company is Rs. 49101 million as on 31-3-2015 and earned a Loss of Rs.964 million after taxes.

PAFC provides the farmers with quality fertilizers, pesticides, insecticides, diesel, lubricants etc. PAFC Acts as a procurement agency on behalf of Food Corporation of India for procurement of food grains. The major crops procured are wheat and paddy in which the corporation has a share of 8-10%.

The Diversification of Agriculture through Contract Farming has grown over the years with area going up from 9029.36 hectares in the year 2002 to 102385.63 hectares during 2006-07. The objective is to shift area under wheat and paddy crops to the crops requiring lesser irrigation to conserve water and to improve soil health for better productivity. The crops being promoted are Hybrid rapeseed mustard (Hyola) and Malting Barley etc.

In order to reduce labour costs, PAFC got developed crop specific equipments based on new technology which are made available to the farmers free of cost, for the crops undertaken in the Contract Farming.

1.5 Organization chart:



2ND MANUAL: POWERS & DUTIES OF OFFICERS & EMPLOYEES**2.1 Powers and duties of officers (administrative, financial & judicial):****POWERS OF MANAGING DIRECTOR OF
PUNJAB AGRO FOODGRAINS CORPORATION LIMITED
CHANDIGARH**

Sr. No.	Nomenclature of Power	Extent of Power
	Permission to join duty at a place other than the Head Quarters.	Full Powers
	To Sanction journeys beyond jurisdiction.	Full Powers
	To grant T.A. Advance on transfer and on tour.	Full Powers
	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers
	To sanction liveries & uniforms at the cost & scale prescribed for Government Offices.	Full Powers
	To remit disallowance of accounts and audits.	Full Powers
	To permit Corporation staff to appear in an optional examination.	Full Powers
	Power to appoint Corporation staff to hold temporarily or to	Full Powers

	officiate in more than one post.	
	Leave Travel Concession.	Full Powers
	Reimbursement of Medical Charges.	Full Powers
	Absence of employees.	Full Powers to take action against class III & IV employees as per standing orders and for officers as per Punjab CSR.
	Sanction of Special/ Regular/ Casual Leave	Full Powers
	Transfer of Officers/ Officials.	Full Powers
	Grant of TA on tour and transfer TA etc.	Full Powers
	To decide shortest and cheapest of two or more routes.	Full Powers
	To determine journey time etc.	Full Powers
	Contingent payments.	Full Powers
	Sanction of Reimbursement of expenditure on defence witnesses.	Full Powers
	Compensation under Workmen Compensation Act.	Presently the compensation to the Workmen is paid as per the Workmen Compensation

		Act.
	To sanction officiating allowance.	Full Powers to sanction honorarium upto Rs.500/-
	To sanction contingent expenditure for telephone/ electricity/water charges etc.	Full Powers
	Renting of Office Accommodation.	Full Powers
	Temporary fittings in Hired Buildings.	Full Powers
	Write off/ dispose off surplus/ unserviceable stores/ condemnation of vehicles.	Full Powers for disposal of the stores, the original value of which does not exceed Rs. 50,000/-.
	Purchase of Stationary.	Full Powers
	Losses due to breakage in stock. Shortage in inventory/ Stock Verification. Service Charges not recoverable e.g. freight handling charges. To write off in cases of defalcation, fraud, mis-appropriation, pilferage, theft etc.. Loss of each item after due investigation.	MD is empowered to write off the losses upto Rs. 25000/- each item.
	Furniture/ Fixture ,consumable / Non- consumable items.	Full Powers.
	To declare stores as surplus, dispose off the unserviceable stores and to fix the resale price.	Full Powers rests with MD for disposal of surplus absolute or non- serviceable stores ordinary charge.

Writing of the value of surplus/ obsolete stores from the books.	As above.
Sanction/ writing off losses not due to theft, fraud or negligence.	Full Powers rests with MD upto Rs. 15000/- of each item to writing off losses not due to fraud, theft and negligence.
Sanction of expenditure on entertainment.	Full Powers
Sanction for demurrage etc.	Full Powers upto Rs. 50000/- at a time or to sanction payment of demurrage or wharfage charges.
To sign the Power of Attorney, Plaints, Claim statements, written statements and other documents required to be filed in the court cases on behalf of PAFC for initiating the court cases and for defending the court cases in legal matters.	Full Powers.
Legal expenses.	Full Powers
Sign. & execute contracts.	Full Powers
To fix fees of legal experts/ pleaders.	Full Powers in accordance with the scale laid down by L.R., Govt. of Punjab in the Law Department, in consultation with L.D.
To enter into direct negotiation with manufacturers and supplier for the purchase and sale of their products.	Full Powers

	To fix the sale price of products- sold by Corporation.	Full Powers
	To write off unserviceable equipment & machinery.	Full Powers
	To made purchase of office equipment, books and vehicles.	Full Powers
	To fix the rate of servicing and repair.	Full Powers
	To make purchase of spare parts.	Full Powers
	To sanction refundable advance to the employees of the Corporation.	Full Powers to the extent admissible to Punjab Govt. employees for the purpose.
	Misc. expenditure not covered under above item.	Full Powers
	To incur expenditure on advertisement, purchase of showroom, equipment and publicity, Hoarding etc. etc.	Full Powers
	To decide about the period, amount and mode of payment of incentive for the sale promotion of tractors.	Full Powers
	Purchase of raw material components and equipment for manufacturing of implements, biogas plants and Grain storage bins etc.	Full Powers
	To hire godown/ shops/ space for storage of fertilizers, agricultural machinery, spare parts, equipment and other materials.	Full Powers

To allow rebate and fix the prices of fertilizers/ agricultural machinery / agricultural equipments/ spare parts and other materials.	Full Powers
Appointment of dealers/ sub- dealers for the sale of fertilizers, tractors, agricultural implements, spare parts and other materials.	Full Powers
Applying for various licenses and payment of licenses fee under various Acts.	Full Powers
Re- delegation of powers.	Full Powers to redelegate powers vested in him or to be vested in future.
Raising of short term loan from the Punjab Government and Government of India.	Full Powers
Preparation/ submission of project proposals/ schemes for direct financial assistants/ grant from Govt./ Voluntary Organisations/ agencies and executing projects/ schemes as per provisions of the terms of assistance/ grant including expenditure of the surplus available from the sanction under the head "Overheads Contingencies ...etc." in the interest of the PAFC.	Full Powers
Furnishing the guarantees by PAFC on behalf of subsidiary and jointly owned companies for the drawl of bridge loans and terms loans from the financial institutions and affixing of common seal on the documents.	MD is authorized to furnish un- conditional and irrevocable guarantees in the prescribed proforma for drawl of bridge loans and term loans from financial institutions.
Working capital requirements of the Corporation.	Full Powers to negotiate terms and conditions for the following facilities: - i) To open cash

		<p>credit account against hypothecation/pledge upto Rs. 60 crores.</p> <p>ii) li) Opening of letter of credit, inland/foreign, favouring all institutions for the purchase of fertilizers, tractors, pesticides and poultry feeds upto Rs. 60 crores.</p>
	Signing of M.O.U. with prospective entrepreneurs for further investigation and implementation of a project & export of Foodgrains.	Full Power to execute Memorandum of Understanding with prospective entrepreneurs on behalf of the Corporation.
	Short term investment of Surplus Funds in Scheduled Banks, Financial Institutions and Public Sector Companies.	Full Powers
	Loss due to standardization of fertilizers.	To write off losses on account of standardization of fertilizers over and above the extent of reimbursement/ compensation received from the suppliers upto an amount not exceeding Rs. 1,00,000/- for each case.
	Power to sanction installation of new telephone connection, keeping in view the requirement.	Full Powers
	Power to purchase & sale for various activities/ works which are mandatory for manufacturing and trading for Corporation's work.	Full Powers.

	To nominate officers/ officials of the Corporation for attending courses, training programmes, seminars etc within India.	Full Powers
	Applying for registration under Sales Tax Act	Full Powers.
	To incur expenditure with regard to items such as publicity to the contract farming programme through press and other media.	Full Powers.

POWERS TO ALL ACTIVITY HEADS, PAFC, CHANDIGARH

Sr. No.	NATURE OF POWERS	EXTENT OF POWERS
1.	To sanction journey.	Full Powers in respect of staff working under them except Activity Heads whose tour programmes will be approved by M.D.
2.	To approve tour programme and sanction T.A. bills of tour and actual conveyance as per rules performed in the interest of corporation.	Full Powers in respect of staff working under them.
3.	To grant daily allowance for halts exceeding 10 days while on tour.	Full Powers upto maximum of 20 days.
4.	Powers to incur, expenditure on recurring and non- contingencies charges and other Misc. expenses (except entertainment)	Full Powers on Misc. expenses not covered under any specific head of expenses, subject to an overall limit of Rs. 1000/-.
5.	To appoint Advocates/ Barristers/ Pleaders etc. for defending/ initiating legal company law and civil cases for and against the corporation and incurring legal expenses.	Full Powers provided the Advocate etc. is on the approved panel on PAIC and are engaged on the fees fixed by a general order by the M.D.
6.	Grant of Casual/ Compensatory/ Special & Regular leave.	Full Powers in respect of the staff working under them.
7.	Cancellation charges in respect of Air/Rail & Hotel booking etc.	Full Powers.
8.	To grant imprest advance to staff for corporation's work.	Full Powers upto Rs. 10,000/- in respect of staff working under them.
9.	To grant T.A. advance on transfer and on tour	Full Powers upto Rs. 25,00/- in respect of staff working under them.
10.	To incur expenditure on POL, repair and maintenance, registration, payment of road taxes etc. in respect of vehicles of their respective divisions.	Full Powers.
11.	To write off/ dispose off surplus and unserviceable.	Full Powers for the items, the original value of which does not exceeds Rs. 1000/-.
12.	To write off losses due to breakage/ shortage in stock.	Full Powers for the items, the original value of which does not exceed Rs. 1000/-.

13.	Purchase of Books & Periodicals (except Magazines) of related field & those are of in the interest of corporation.	Full Powers upto maximum limit of Rs. 1,000/-.
14.	To sanction Local Conveyance expenditure, as per rules.	Full Powers in respect of the staff working under them.
15.	To sign the Power of Attorney, Plaints, claim statements, written statements and other documents required to be filed in the court cases on behalf of PAIC for initiating the court cases and for defending the court cases in legal matters.	Full Powers.
16.	To sanction expenses on entertainment.	Upto Rs. 3,000/- per month.

POWERS TO GENERAL MANAGER (PROCUREMENT), PAFC, CHANDIGARH

1.	Approval of Labour Contract for the job to be got done from Labour Contractor:- Fixed Mandi Labour Charges Labour and Cartage Charges	Labour rates are upto 10% more than last year and / or rate of DFS/PUNSUP/PSWC/MARKFED current year, whichever are lower.
2.	Special service charges including dara marking, segregation and rebagging	Expenditure upto Rs. 1,00,000/- per operation.
3.	Approval of transport contracts for the job to be got done through transporter.	Transport rates are upto 10% more than last years.
4.	Purchase of gunny bales and its payment.	a) Purchases are within framework of procurement programme and policy and procedure approved. b) Purchases made through DFS/ DGSD. c) Receipt of gunny bales claimed in bills verified by stockholder, Mandi Incharge and Distt. Manager.
5.	Approval of bardana transportation.	Transportation rates more than last year. Transportation rates of disputed nature.
6.	Approval of bardana consumption degradation and declaration of unserviceable.	Over and above norms more than 5000/- per occasion.
7.	Approval of purchase of fumigants bills.	Purchases are within framework of procurement programme and policy and procedure.
8.	Approval for security contracts for the watch and ward job to be got done through PESCO, Ex-	As per policy & procedure and norms.

	Servicemen and other contractors.	
9.	Rental charges for service equipments if any hired from other agencies and/ or private parties.	Purchases are within framework of procurement programme and purchase procedure followed.
10.	Incidental expenses of service equipment: and degradation and declaring unserviceable of service equipments. Repair and maintenance of service equipment.	Over and above norms.
11.	Raising of sale bills of wheat including realization of payment in time.	Wheat sold to FCI and or to private trade as per policy and procedure.
12.	Recovery of amount on account of quality cut on wheat and gunnies delivered to FCI.	Over norms upto Rs. 10,000/-.
13.	Writing off Rail transit shortages claims for gunny bales.	Claims against one time supply of doubtful nature upto Rs. 5,000/-.
14.	Dumping of contaminated stocks by floods.	Stocks declared unfit for human and animal consumption by competent authority. Dumping cost upto Rs. 15,000/- per case.
15.	Insurance charges.	As per policy and procedure.
16.	Recovery of verified cases of shortage of wheat, gunny bales and service equipment.	Review and report on each case to M.D..
17.	Recovery of amount recoverable from contractors / customers supplies and FCI and employees.	Review each case including under litigation. Arrange review in monthly DMs, RMs meeting.
18.	Power to incur expenditure for various works, which are mandatory to proceed with the civil work/ maintenance of lawns and upkeep of	Upto Rs. 20,000/-.

	PAIC offices.	
19.	Power to incur expenditure for various works, which are mandatory to proceed with the work relating to Implement Workshop, Ludhiana.	Upto Rs. 20,000/-
20.	To incur expenditure on POL, repair, and maintenance, registration, purchase of accessories, payment of road taxes etc. in respect of vehicles of their respective division.	Full Powers.
21	Power to sign MoU with prospective buyers of damaged Wheat/Rice on behalf of PAFC.	Full Powers.
22.	To sanction leave and to approve tour programmes.	Full Powers for staff working under him.
23.	To sanction advance to the staff working under him.	Full Powers upto Rs. 5,000/-.
24.	Power for deciding the cases of the parties relating to hiring of plinths in which they seek the change in the title in view of the partnership deed etc.	Full Powers.
24.	Power for condoning the delay in submission of T.A. Bills.	Full Powers.
25	To sanction tour programmes of District Managers	Full powers.

DUTIES OF GENERAL MANAGER (PROCUREMENT), PAFC, CHANDIGARH

Overall incharge of Procurement Division

Purchase of wheat at MSP for Central Pool and the State Pool and its movement through FCI and Food & civil Supplies Department

Purchase of Paddy, Storage and delivery of Rice to FCI after custom milling

POWERS TO EXECUTIVE DIRECTOR (MKTG)/GENERAL MANAGER(MKTG), PAFC, CHANDIGARH.

Sr. No.	Nature of Power	Extent of Power
	To negotiate, and execute contract for purchase and sale of traded goods and packaging material in accordance with the Marketing plan for the season.	Full Powers.
	To issue purchase order and release payments for purchase of traded goods as per agreed terms and conditions.	Full Powers.
	To sign plaints / claim petition in Legal case on behalf of the Corporation.	Full Powers.
	To sanction casual leaves.	Full Powers.
	To sanction local conveyance expenditure.	Full Powers.
	To approve tour programme and sanction T.A./D.A.	Full Powers.
	To appoint dealers/ distributors and to refund security deposit and cancel dealership in accordance with the terms and guidelines given by Head Office.	Full Powers.
	To re-deploy employees of the Marketing Division for a maximum period of two months under emergent conditions.	Full Powers.
	Payments in advance to the suppliers of fertilizers, tractors and other traded goods to avail off additional cash discount / interest.	Full Powers
	To fix the prices for servicing and repairs of traded goods.	Full Powers.
	To hire shops and premises for carrying on marketing activities.	Full Powers.
	To renew agreements / leases of hired shops and premises.	Full Powers.
	To make incentive payment and pre-sale expenses for sales of traded goods in scheme approved by MD / GMs' Committee.	Full Powers.

	To purchase spare parts and lubricants for repairs and servicing of tractors.	Full Powers.
	To sanction tours outside jurisdiction.	Full Powers.
	To sanction TA/DA Advance.	Full Powers.
	To sanction imprest advance	Full Powers.
	To sanction and release payments for freight, octroi, taxes and rates as per agreed terms.	Full Powers.
	To order replacement parts of tractors during warranty period.	Full Powers.
	To appoint Labour Contractors for handling and transportation of traded goods.	Full Powers.
	To make payments for part-time services of Chowkidar / Sweepers.	Full Powers.
	To reserve space in Warehouses and sanction and release payments.	Full Powers.
	Power to incur day to day expenditure subject to budget: - To incur expenditure on movement of traded and allied goods. P.O.L. for vehicles attached to the Marketing Division. Repairs and Maintenance of vehicles, buildings, furniture & Fixture and equipment of Marketing Division. Contingent expenditure (Rs.5, 000/- at a time). Miscellaneous expenditure (Rs.5, 000/- per month) Repair & maintenance of hired premises of the Corporation.	Full Powers.
	To arrange insurance of stocks of traded goods.	Full Powers.
	To sanction and release payment for insurance as per agreed terms.	Full Powers.
	To purchase HSD, MS & Lubricants for Petrol Pumps from IOC, Bharat Petroleum.	Full Powers.
	To purchase lubricants for sale at Service Stations.	Full Powers.

	To allocate work and area of responsibility to the employees of Marketing Division.	Full Powers.
	To dispose of through auction un-saleable, surplus and non-moving inventory of traded goods, subject to financial rules and procedures.	Rs.10,000/-
	Power to fix sale price, margins on sale of fertilizers and discounts on traded goods.	Full Powers.
	Appointment of dealers/ distributors for the sale of fertilizers	Full Powers

DUTIES OF GENERAL MANAGER(MKTG), PAFC , CHANDIGARH.

Overall Incharge of Marketing Division.

Procurement and Marketing of Agri inputs like fertilizers, Micronutrients, Fungicides as per allocation made by the Government, Sale of POL through the retail outlet of PAFC.

Hiring, De-hiring of Shops, Godowns and Office buildings.

DUTIES OF ASSISTANT GENERAL MANAGER,MARKETING PAFC , CHANDIGARH.

Purchase and Sale of fertilizers, correspondence with fertilizer suppliers.

Hiring and vacation of buildings and shops of district offices and fertilizer sale centers building on rent and to vacate.

Under Subsidy scheme, purchase and sale of Micro Nutrients such as Zinc and Manganese Sulphate under various schemes.

To deal all the Cases relating to petrol pumps.
Any other work assigned by GM (M).

**POWERS TO EXECUTIVE DIRECTOR/GENERAL MANAGER (F&A), PAFC,
CHANDIGARH.**

Sr. No.	Nature of Powers	Extent of Powers.
1.	To sanction journey beyond jurisdiction.	Full Powers in respect of officers/employees who are in the scale of Rs. 800-1400 and above except Activity Heads whose tour programme will be approved by the M.D.
2.	To grant T.A. advance on transfer and on tour.	Full Powers in respect of H.O. staff except Activity Incharge in whose case the powers will continue to be exercised by the M.D. (TA advance is to be adjusted in the next salary).
3.	Powers to grant daily allowance for halts exceeding 10 days while on tour.	Full powers upto maximum 20 days.
4.	Powers to incur / expenditure on recurring and non-recurring contingencies.	Full powers on misc. expenditures not covered under any specific Head of Expenditure. Subject to an overall limit of Rs.1,000/- .
5.	Other Misc. charges.	Full Powers.
6.	To write off losses not due to fraud, theft or negligence.	Upto Rs.1000/-.

7.	Grant of Casual leave / compensatory leave.	Full Powers.
8.	To sanction expenditure incurred towards TA/DA of statutory auditors of the corporation appointed by Company Law Board, New Delhi during the course of audit.	Full powers upto maximum limit of Rs. 5,000/- in each case on each occasion.
9.	Expenditure incurred on serving refreshment/ lunch to employees of Regional office, Statutory Auditors & A.G. Auditors visiting H.O. in connection with the finalization of balance sheets/ tax audit.	Full Powers upto maximum of Rs. 2000/- per occasion till the finalization of balance sheet/ tax audit.
10.	To sanction hotel boarding/ lodging bills of auditors on outstation journeys.	Full Powers.
11.	To sanction taxi charges bills for providing taxi to auditors during the course of audit, in case of official car is not available.	Full Powers.
12.	Power to incur legal expenses for defending Sales Tax cases of the Corporation at the Regional Offices.	Full Powers upto Rs. 5000/- per case per year.
13.	Delegation of powers for operation of Bank Accounts by officers of Corporation.	Full Powers.
14.	Out of pocket and other Misc. expenses to: Statutory Auditors. Branch Auditors. Tax Auditors.	Full Powers, subject to the maximum limit of Rs. 1000/- per occasion.

**DUTIES OF EXECUTIVE DIRECTOR/GENERAL MANAGER (F&A), PAFC,
CHANDIGARH.**

1. Head of finance & Accounts Division of PAFC
2. Looking after Pay Roll Section and PF of PAIC and PAFC
3. Public Information Officer of PAIC

**POWERS TO GENERAL MANAGER-II (WORKS), PAIC/PAFC,
LUDHIANA**

Sr. No.	Nature of Powers	Extent of Powers
1.	To sanction journey beyond jurisdiction.	Full Powers in respect of staff working under him.
2.	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers upto maximum of 20 days.
3.	Power to incur/ expenditure on recurring and non- recurring contingencies.	Full Powers on Misc. expenditure not covered under any specific head of expenditure subject to an overall limit of Rs. 1000/- (including expenditure on entertainment).
4.	Grant of Casual leave/ compensatory leave.	Full Powers.
5.	T.A. advance.	Full Powers.
6.	Cancellation charges in respect of Air/ Rail and hotel booking etc.	Full Powers.
7.	Sanction of permanent advance/ imprest.	Full Powers upto Rs. 1000/-.
8.	Sanction of Expenditure on telex, telegrams mail and other communication media.	Full Powers.
	IMPLEMENT WORKSHOP	
9.	Purchase of raw material like steel for manufacturing of implements/ bio- gas plants community and family size grain storage bins and other items (to be manufactured by the Corporation).	Upto Rs. 50,000/- in each case subject to the condition to the purchase procedure

10.	Purchase of raw material and other items, equipments, accessories from market required for manufacturing of implements, bio- gas/ gobar has plants (community & family size) grain storage bins and other items to be manufactured by Corporation.	-do-
11.	Purchase of spare parts, tyre tubes, POL etc. etc. and other material required for repair and maintenance of trucks and other vehicles of Corporation.	Full Powers.
12.	Payment of various fees for implement workshop.	Full Powers.
13.	Misc. petty & unforeseen expenditure made at Implement Workshop like entertainment, purchase of small tools and equipment.	Full Powers subject to maximum limit of Rs. 500/- per month in each case like entertainment, purchase of small tools and equipment.
14.	To sanction of expenditure on agriculture machinery for repair and maintenance	Upto Rs. 5000/- per machine

POWERS OF SENIOR MANAGER (P&A) PAFC

Sr. No.	Nature of Power	Extent of Power
1.	To appoint and fix pay on initial appointment	Full Power to issue appointment letters for the employees below the rank of PS/Manager after the appointment is approved by the Managing Director. To fix pay for all the posts below the rank of PS/ Manager.
2.	To extend the period of Probation.	Full Powers in respect of all employees below the rank of PS/ Manager and to issue letter thereof.
3.	To extend adhoc period appointment which has already been made in case of employees below the rank of PS/ Manager.	Full Powers.
4.	To declare satisfactory completion of probationary period.	Full Powers in respect of all employees below the rank of PS/ Manager and to issue letter thereof.
	To permit crossing efficiency bar.	Full Powers in respect of all the

Sr. No.	Nature of Power	Extent of Power
5.		employees below the rank of PS/ Manager.
6.	To permit Proficiency Step Up and grant of increment in lieu thereof.	Full Powers in respect of all the employees below the rank of PS/ Manager.
7	To grant of leave other than Casual/ Compensatory leave.	Full Powers on the recommendations of the Activity Heads below the rank of Activity Heads.
8.	Extension of joining time on transfer.	Full Powers below the rank of PS/ Manager, if recommended by the Activity Heads.
9.	Permission to join duty at a place other than the Head Quarters.	Full Powers below the rank of PS/ Manager.
10.	To sanction T.A. Advance.	Full Powers below the rank of PS/ Manager.
11.	Power to grant daily allowance for halts exceeding 10 days while on tour.	Full Powers in respect of all the employees below the rank of PS/ Mgr.
12.	To incur recurring and non- recurring expenditure for purchase of office equipment, stationery, periodicals, consumable and non consumable stores, repair and maintenance of office building and assets of the Corporation and to sanction expenditure on advertisement and publicity etc.	Full Powers upto Rs. 50,000/-.
13.	To incur expenditure on printing stationery and purchase of paper for the printing office stationery and sanction of publicity bills for the various exhibitions and Kisan Melas' etc. & to sanction the bills for the purchase of various periodicals, newspapers and advertisement bills.	Full Powers upto Rs. 50,000/-.

Sr. No.	Nature of Power	Extent of Power
14.	To incur expenditure on POL, repair and maintenance, registration of vehicles, purchase of accessory and Road Tax and taxes etc. for P&A and Printing & Stationary Cell.	Full Powers.
15.	To hire taxi and sanction the amount of their bills.	Full Powers.
16.	To write off/ dispose off surplus/ unserviceable stores.	Full Powers up to Rs. 20,000/-.
17.	To write off losses due to breakage/ shortage in stock.	Full Powers up to Rs.10,000/-.
18.	To sanction liveries and uniforms at the cost and scale prescribed for Government Offices.	Full Powers in respect of all the employees below the rank of PS/ Manager.
19.	Fee to Barristers and Pleaders & other misc. legal charges.	Full Power
20.	Filing of civil suits in competent courts of jurisdiction.	Full Powers.
21.	To defend legal proceedings against the Corporation or its officers or otherwise concerning the affairs of the Corporation and also to compound and allow time for payment or satisfaction of any debt due or any claim by or against the company.	Full Powers.
22.	To sanction reimbursement of expenditure incurred on defence witnesses.	Full Powers.
23.	To institute all kind of civil suits, service matters labour case, criminal case and appeals thereof and to sign all documents required in the cases in the courts of competent jurisdiction. To defend legal proceedings against the Corporation or its officers.	Full Powers.
24.	To sanction workman compensation under Workman Compensation Act in case of employees below the rank of PS/Manager.	Full Powers.
25.	Powers to permit Corporation employees to appear in an optional examination.	Full Powers.
26.	Leave Travel Concession.	Full Powers below the rank of PS/Manager.
27.	To sanction the leave and L.T.C. & to approve tour programme.	Full Powers.
28.	To accord sanction for payment of wages for un- availed Earned Leave (Leave	Full Powers.

Sr. No.	Nature of Power	Extent of Power
	Encashment)	
29.	To accept resignation.	Full Powers below the rank of PS/ Manager.
30.	To accord sanction for payment of gratuity to the staff.	Full Powers upto the rank of G.M.
31.	To sanction overtime allowance to staff on National Holidays.	Full Powers below the rank of PS/ Manager.
32.	To sanction compensatory leave in lieu of work done on other holidays.	Full Powers.
33.	To grant increment under family planning scheme to the employees below the rank of PS/Manager.	Full Powers as per Government Instructions.
34.	To sanction local conveyance expenditure to the employees below the rank of PS/Manager.	Full Powers.
35.	To nominate/ sponsor the employees/ officers for any training programme	Full Powers upto the level of Senior Managers.
36.	To sanction advance against Medical Treatment.	Full Powers upto Rs. 25,000/-.
37.	To issue 'No Objection Certificate' for obtaining the passport/ Visa for going abroad.	Full Powers upto the rank of Manager.
38.	To accord sanction for the new membership of Credit Cards/ professional bodies and subsequent renewals.	Full Powers.
39	To allow summer trainees for the summer training for a maximum period of two months without any stipend.	Full Powers only in the case of students from Universities located in Chandigarh & Punjab.
40.	Power to engage all Apprentices/ Vocational Trainees under Apprenticeship Act on the stipend as intimated by the Authority from time to time.	Full Powers.
41.	Power to sanction ex- gratia payments to the members of deceased employees on the pattern of Punjab Government.	Full Powers.
42.	Powers to sanction TA/DA bills in respect of ex- employees of PAIC.	Full Powers.
43.	Power to sanction the expenditure towards the purchase of Overseas Mediclaim Insurance Policy.	Full Powers.

Sr. No.	Nature of Power	Extent of Power
44.	Power regarding signing of proforma for shifting of telephone connections.	Full Powers.
45.	Power to sanction contingent expenditure up to the maximum limit of Rs. 10,000/-.	Full Powers.
46.	To institute and defend all kind of civil suits, court cases, service matters, labour cases, criminal cases & appeals thereof & to sign all documents required in the cases, in the courts of competent jurisdiction. To defend legal proceedings against the Corporation or its officers.	Full Powers.
47.	To engage apprentice under Apprenticeship Act.	Full Powers.
48.	Power for condoning the delay in submission of T.A. Bills.	Full Powers.
49	Power to sanction entertainment expenditure.	Full Powers up to Rs. 10,000/-.
50.	Payment of enquiry fee(honorarium) and visiting charges to Enquiry Officers/Presenting Officers as per approved rates.	Full Powers up to Rs. 5,000/-.
51.	To condone the period of delay in submission of medical bills.	Full Powers.
52.	Deployment of security guards at shellers.	Full Powers.
53.	To sanction payment of honorarium to the employees of the corporation for their arduous and multifarious nature of duties.	Full powers upto Rs. 500/-.

Designation	Senior Manager (P&A)	
Powers	Administrative	Mentioned above
	Financial	Mentioned above
	Others	Mentioned above
Duties	<p>Overall Incharge of Personnel & Administration Division.</p> <p>Overall Incharge of Monitoring and Computer Division</p> <p>To sign & issue all references to General Administration Department in connection with Entry Pass/ Identity Cards and Parking Passes for Punjab Civil Secretariat in respect of officers/officials of the Corporation.</p>	
Designation	Senior Manager A/cs and Taxation	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Consolidation balance sheet of PAFCL</p> <p>Corporate income tax of PAFCL</p> <p>Govt. Information and co-ordination with auditors</p> <p>Fringe Benefit Tax of PAFCL</p>	

Designation	Senior Manager A/cs (Banking)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<p>All Payments of Marketing/ Contract Farming etc.</p> <p>Monitoring of Transfer of Funds</p> <p>All payments of Procurement of wheat & Paddy</p> <p>Reconciliation with banks</p> <p>Govt. information relating to guarantee fee and gap etc.</p> <p>Refund of Securities of PAFC</p>
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Designation	Senior Manager Procurement	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Handles arbitration cases of defaulter millers & all other court case relating to procurement division.</p> <p>Looks after general administration of Proc. Div.</p> <p>Looks after arrangement of security guards at plinths/godowns.</p> <p>Puts up cases for hiring of plinths/godowns.</p> <p>Handles cases relating to approval of handling & transportation rates.</p> <p>Looks after disciplinary action cases relating to wheat.</p> <p>Prepares cases for disposal of damage wheat.</p> <p>Prepares agenda for meetings of DMs and its minutes.</p> <p>Prepares information for all meetings relating to procurement of wheat & paddy, arrangements for storage space & inputs.</p> <p>Monitors information to be provided to citizens under RTI Act.</p> <p>Handles important assignments given by General Manager (Proc.).</p>	

Designation	Senior Manager Wheat/Movement	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Looks after procurement of wheat, its storage and movement.</p> <p>Follows up the cases for allotment/cancellation of mandis.</p> <p>Provides information to the Govt./FCI relating to wheat.</p> <p>Follows up the replies regarding inspections by the Central Govt. teams.</p> <p>Handles cases regarding theft of wheat at open plinths.</p> <p>Looks after handling/taking over charge when an employee dies or due to any other reasons.</p> <p>Handles the cases regarding upgradation & segregation of wheat stocks and its shifting of wheat stocks.</p> <p>Prepares plan for allotment of wheat specials & monitors movement of wheat stocks.</p> <p>Provides information to the citizens under RTI Act relating to wheat.</p> <p>Handles many important assignments given by General Manager (Proc.).</p>	

Designation	Senior Manager (Ladowal Farm, Ludhiana)-		
Powers	Administrative	Nil	
	Financial	<p>Appointment of temporary staff & engagement of casual labour/ labour contractor</p> <p>To incur expenditure for various new works such as soil Testing, water etc.</p> <p>Hiring of tractors, farm equipment after following the procedure for quotations.</p> <p>To incur recurring and non recurring expenditure on printing stationery, books and periodicals.</p> <p>To incur expenditure to make purchase of spare parts, repairs, servicing of machinery, hand tools, consumables, non-consumable stores for the farm etc.</p> <p>To purchase inputs for crops products viz. fertilizers, Pesticides/ Insecticides/Herbicides, POL, Seed etc.</p> <p>To sanction of expenditure for Telephone, FAX, Internet, Postage etc.</p> <p>To hire LCV/ Trucks etc.</p> <p>To sanction refundable advance to the employees of the Corporation.</p> <p>Prepare and submit project proposals, schemes, budgets for the farm.</p> <p>Payment of License Fee, Electricity bills under various acts.</p> <p>To sanction & reimburse TA/DA and medical charges.</p> <p>Sanction of expenditure on entertainments.</p>	<p>Full Powers.</p> <p>Full Powers.</p> <p>Full Powers.</p> <p>Full Powers upto Rs. 2,000/-</p> <p>Full Powers upto Rs. 25,000/-.</p> <p>Full Powers.</p>

		<p>Constitution of local level committees for collection of offers, quotations etc. Sanction of regular/casual leave.</p>	<p>Full Powers up to Rs. 2,000/-</p>
			<p>Full Powers.</p>
		<p>Misc. expenditure not covered under any head.</p>	<p>Full Powers.</p>
			<p>Full Powers.</p>
			<p>Full Powers.</p>
			<p>Full Powers as per rules.</p>
			<p>Full Powers upto Rs. 2,000/-.</p>
			<p>Full Powers.</p>

			<p>Full Powers for staff working under him.</p> <p>Full Powers upto Rs. 5,000/-.</p>
	Others	Nil	
Duties	<p>Overall management of 800 Acres PAFC's Ladhawal Farm where PAFC is doing seed production activities of RABI & KHARIF crops viz Paddy, Basmati, Wheat, Gram, Summer Moong etc.</p> <p>New methods of crop production also tested at this farm.</p> <p>Incharge of Impliment Workshop seed grading unit</p> <p>Complex incharge of PAFC Ludhiana.</p>		

Division : Stores/ Legal

Designation	Manager (Stores)		
Powers	Administrative	Nil	
	Financial	<p>To sanction entertainment & contingencies expenditure</p> <p>To hire taxi and sanction the amount of their bills (except the taxi's provided against staff cars)</p> <p>Release the payment & signing of payment Memos after the sanction by the Competent Authority.</p> <p>To incur recurring & non-recurring expenditure for purchase of office equipment, office stationary, consumable and non-consumable stores, repair and maintenance of office building and assets of the Corporation.</p> <p>To incur expenditure on POL, repair and maintenance, registration of vehicles, purchase of accessory and Road Tax and taxes etc.</p> <p>To sanction entertainment & contingencies expenditure'</p>	<p>Upto Rs. 10,000/-.</p> <p>Upto Rs. 5,000/-</p> <p>Full Powers.</p> <p>Full Powers up to Rs. 10,000/-</p>

			Full Powers up to Rs. 10,000/-.
			Full Powers up to Rs. 10,000/-.
	Others	Nil	
Duties	All work relates to purchase/store. All work relate to maintenance of office building, furniture, cabins etc. Vehicles (hiring/taken on lease basis etc.) Printing Telephones.		
Designation	Executive-I Legal		
Designation	Manager Legal		
Powers	Administrative	Nil	
	Financial	To sanction payment of enquiry fee (honorarium) and visiting charges to enquiry officers/presenting officers.	Upto Rest. 3000/- as per approved rates.
	Others	Nil	
Duties	Disciplinary cases and Court cases		

Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Disciplinary cases and Court cases	

Designation	Assist. Manager Legal	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Disciplinary cases and Court cases	

Division :Ladhowal Farm/ Implement Section(Farm/ Works)

Designation	Manager (Ladowal Farm, Ludhiana)-	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Looking technical part of crop production, seed production and seed processing activities.	

Designation	Manager Accounts (Farm)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Looking accounts of Ladhawal Farm Impliment Section and sale of C & F activities of Pagrexco.	

Designation	Executive – I, Farm	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Working as store keeper of impliment section and Ladhawal Farm. Also looking sale of seeds.	

Division :Contract Farming

Designation	Manager (Contract Farming)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	To put up files and initiate action relating to crops like Basmati, Maize, Spring Maize, Hyola, Potato seed/ Potato, Subabul, Barley etc.	

Designation	Executive (A/Cs) Contract Farming	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	To study financial aspect of all proposals/ transactions in Contract Farming division.	

Division :Personnel & Administration

Designation	Manager (Personnel)	
Powers	Administrative	Nil

	Financial	Nil
	Others	Nil
Duties	All files relating to Personnel division are routed through Manager (P)	

Designation	Manager (Administration)		
Powers	Administrative	To sanction leave other than Casual / Compensatory.	Upto 30 days below the rank of Manager on the recommendation of Activity Head.
	Financial	To sanction TA/DA bills of the Drivers/personal staff of Chairman/Vice Chairman and MD/AMD/JMD. TA/DA bills of Drivers in pool at Head Office. Release the payment & signing of payment Memos after the sanction by the Competent Authority.	Upto Rs. 5,000 Upto Rs. 5,000 Full Powers
	Others	Nil	
Duties	All files relating to Administration division are routed through Manager (A)		

Designation	Assistant Manager, Administration	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<p>All types of leave except casual leave e.g. earned leave, half pay leave, commuted leave, extra ordinary leave, maternity leave, family planning leave, hospital leave, ex-India leave etc. etc.</p> <p>Family Planning Increments.</p> <p>Annual Increments</p> <p>LTC</p> <p>To make the report of Earned Leave balance required in Balance Sheet (Manually only).</p> <p>To maintain the Service Books of all employees.</p> <p>Making all types of entries e.g. appointment, completion/ extension of probation period, leave, annual increment, proficiency step up, promotion/ demotion, pay fixation, deputation, honorarium, retirement, retirement (dues), punishment, dismissal, suspension and any other entry related to service.</p> <p>To correct the service books from the very beginning at the time of retirement/ resignation/ termination/ death e.g. entries and calculation of leave which can be done manually only and a lot of time is consumed. This work is not put up to any officer.</p> <p>Wheat Loan.</p> <p>Conveyance Facility Scheme -- Fixation of kilometers District wise and maintenance charges per kilometer to field/Head Office.</p> <p>Sanction of Uniform.</p> <p>Sanction of Overtime.</p>
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Designation	Assist. Manager (Personnel)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Processing of payment of dues to the retiring/legal heir of deceased i.e. asking for No Due Certificates, Calculations/pre-audit of dues and office order regarding thereof.</p> <p>Processing of probation cases</p> <p>Issuing of reminders for the total section.</p> <p>To assist Ex-II in following up of Annual Confidential Reports</p> <p>Follow up of Property Returns.</p>	

Designation	Executive-I (G) P&A	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Transfers/Postings Data of employees, Review of cases for higher grades (50:50) in the month of January Typing test of clerical staff Record of employees and Personal Files etc.	

Designation	Executive -II, Administration	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Maintains the record of Service Books. Maintains record of casual Leave of all officers at Head Office & Field and officials of the P&A Division. Preparation of monthly attendance report of P&A Division.	

Designation	Executive-II, P&A	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Pay fixation, Cases regarding grant of next scale under ACP scheme. Release of staff security. Domicile Certificate,(Residence) Passport cases (NOC), Honorarium Permission for Higher Studies cases Job employment outside (Applications forward) Appointment through Contractor/ Security Agencies, Engagement of professional contractual basis To maintain the leave record of all contract employees To assign the duties of peon and watchman Appointment of daily wages, part time in districts Increase in wages of from time to time To prepare attendance of Contract employees (Head office & District office) Prepare salary of all contract employees & updating their EPF & ESI	

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2.2 Powers and duties of other employees:**Division: Audit & Recovery**

Designation	Manager (A&R)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Pre audit cases of different divisions at Head Office. To examine cases as and when required. To monitor recovery of fertilizer and pesticides. To arrange annual stock taking of PAIC & PAFC at the close of financial year and discrepancies, If any, therein are pointed out to the activity head concerned through GM (A&R) for taking necessary action. To examine replies of A.G. (Audit) paras pointed out in audit report (Commercial) and also PDP/ TDP paras submitted by concerned divisions. Any other work assigned from time to time. The internal audit reports received from the different Chartered Accountants in respect of 20 District Offices on quarterly basis are sent to the concerned District Offices with a copy to concerned Activity Head for its compliance and reply and its follow up. On receipt of replies from District Offices the same are examined in the light of observations made by the auditors and are forwarded to the activity head concerned for their comments. The cases are followed up till the observations are settled. To deal with correspondence relating to A.G. Deptt. and Audit Paras with Government Departments e.g. Department of Agriculture, Department of Disinvestment and Committee On Public Undertaking (COPU) for submission of replies furnished by the concerned divisions, in English as well as in Punjabi version. To coordinate the A.G. Auditors for conducting audit of PAIC as well as PAFC on their visit.</p>	

Designation	Assist. Manager (A&R)	
Powers	Administrative	Nil

	Financial	Nil
	Others	Nil
Duties	<p>Pre-Audit of different types of cases relating to various Divisions at Head Office is being conducted e.g. pay-fixation cases, retirement benefits, ACP/PSU cases and cases required Pre-audit by any of the division To examine cases as and when required. To monitor look after the internal audit reports of Field Offices. Any other work assigned from time to time.</p>	

Designation	Executive-II (A&R)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>To deal with the correspondence with A.G. Department. To deal with the correspondence with concerned division to which Para relates. To deal with correspondence relating to A.G. Audit Paras with Government Departments e.g. Department of Agriculture, Department of Disinvestment and Committee On Public Undertaking (COPU) for submission of replies furnished by the other divisions, in English as well as in Punjabi version. To coordinate the A.G. Auditors while conducting while conducting audit of PAIC & PAFC on their visit in the corporation.</p>	

Designation	Executive –I(A&R)	
Powers	Administrative	Nil
	Financial	Nil

	Others	Nil
Duties	<ul style="list-style-type: none"> • Pre-Audit of different types of cases relating to various Divisions at Head Office submitted by Assistant Manager are examined and processed e.g. pay-fixation cases, retirement benefits, ACP/PSU cases and cases required Pre-audit by any of the division • The cases examined by Assistant Manager are further examined and submitted to Manager A&R • To follow up audit observations • Any other work assigned from time to time. • The internal audit reports received from the different Chartered Accountants in respect of 20 District Offices on quarterly basis are sent to the concerned District Offices with a copy to concerned Activity Head for its compliance and reply and its follow up. • On receipt of replies from District Offices the same are examined in the light of observations made by the auditors and are forwarded to the activity head concerned for their comments. The cases are followed up till the observations are settled and submitted to Manager A&R. • The reminders are also issued against the further observations in case of non receipt of replies and submitted to Manager A&R. • The subsequent reminders of further observations are also issued and submitted to Manager A&R. • To arrange annual stock taking of PAIC & PAFC at the close of financial year and discrepancies, if any, there in are pointed out to the activity head concerned through Manger A&R for taking necessary action 	

Division: Finance & Accounts

Designation	Manager (Banking)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<ol style="list-style-type: none"> 1. All the banking matters, Short Term Loans/Cash Credit Limits, Transfer to funds, Bank reconciliation and payments of suppliers in respect of Fertilizer, Pesticides, Wheat Seeds and other products. 2. To prepare financial schedules for the purpose of Balance sheet. 3. Inter-unit reconciliation of 22 units. 4. Reconciliation of party accounts. 5. All information required for the income tax purpose. 6. To coordinate with A.G. Internal and Statutory Auditors. 7. Preparation of Govt. bank information. 8. All information relating to the books of accounts of Marketing Division. 9. To keep liaison with the banks.
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Designation	Manager (A/Cs) PF Section:-	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> 1) To handle EPF cases/pension cases/advance cases and death cases of Head Office as well as all branches. 2) Deposits of Provident fund on monthly basis. 3) To file annual return of Provident Fund. 4) Monitoring of receipt/dispatch of letters/files. 5) Medical cases of Head Office as well as branch offices. 6) To attend AG, Internal and Statutory auditors with respect of Payroll work. 	

Designation	Manager (Accounts & Tax)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil

Duties	<ol style="list-style-type: none"> 1) The work of preparation of balance sheet of the Corporation. 2) Consolidation/plotting (23 Units) of Balance Sheet of PAFCL. 3) Assessment Proceedings of PAFCL 4) Appeal etc. in respect of Income Tax cases with CIT (Appeals). 5) Income Tax Tribunal and High Court 6) Supply of Government Information. 7) To monitor Inter Branch Reconciliations i.e. Quantity transferred to other branches and Inter unit IN & Out of Quantitative/Fixed Assets during finalization of accounts. 8) Co-ordination of Branch Statutory Auditors of Field offices are Audit.
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Designation	Manager (Corporate Accounts)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> 1) All types of payments related to PAFC of day to day operations. 2) Checking of cash book on daily basis. 3) To ensure timely deposit of TDS, EPF & Corporate tax relating to corporate accounts division with concerned authorities. 4) Reconciliation of inter unit of corporate accounts division. 5) To prepare bank reconciliation. 6) Preparation of budget of Head Office (Corporate Accounts Division) 7) Preparation of balance sheet schedules. 8) To prepare data for TDS returns to be filed with Income Tax authorities. 9) To submit replies to the observations of internal statutory & AG auditors. 	

Designation	Manager (Payrolls)	

Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> 1) Preparation of the salary of 21 field offices of PAFCL and to keep the day to day record. 2) The computation of Income Tax of all the field office employees. 3) Issuance of Form (16) to each employees. 4) Checking of Pay revision arrears, DA arrear and ACP arrears to the field staff. 5) Calculation of gratuity and earned leave encashment of field staff 6) Any other information asked by other divisions regarding payroll and working as presenting office in enquiry cases. 	

Designation	Manager	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> 1) The work of preparation of the salary of Head Office of PAIC/PAFCL/PAGREXCO and to keep the day to day records. 2) Feeding of salary data and printing of salary register, payment sheet and monthly deposit lists of all the three corporations. 3) Computation of income tax all the employees of three Corporations. 4) Printing of monthly deposit lists of income tax and provident fund. 5) Preparation/printing of form 16 of each employee of three corporations and preparation of income tax return form 24 and submission of quarterly returns of income tax on line and of PF data in soft copy to PF department as per requirement. 6) Minor changes in d-base programming as required from time to time. 7) Preparation of all types of arrears such as pay arrears, ACP arrears and DA arrears etc. 8) Any other information asked by others divisions regarding payroll and working as presenting officer in enquiry cases. 9) Checking of TA/Local conveyance bills of H.O. Chandigarh. Calculation of gratuity and earned leave encashment of Head Office staff. 	

Designation	Executive (A/Cs)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1) To check all the payments related to corporate accounts division. 2) Feeding of cash, bank & journal vouchers. 3) Preparation of bank reconciliation. 4) Reconciling of inter unit corporate account division. 5) Submission of TDS returns of corporate accounts. 6) Dispatch of form 16 & any other information required by management.	

Division: Procurement

Designation	Manager (Paddy/Rice)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Looks after procurement of paddy and its milling. Monitors inter-district transfer of paddy. Follows up the cases for allotment/cancellation of mandis and rice mills with the office of DFS. Follows up with FCI for providing space for delivery of custom milled rice. Provides information to the Govt. relating to paddy procurement and its milling Provides information to the citizens under RTI Act relating to paddy. Prepares cases for disposal of damaged paddy. Monitors progress of custom milling on regular basis Prepares Charge sheet against defaulting officials relating to paddy. Presents management cases as Presenting Officer in number of	

	<p>departmental enquiries being conduct against the employees for charge sheet issued to them.</p> <p>Handles many important assignments given by General Manager (Proc.).</p> <p>Prepares arbitration cases against the millers for embezzlement of paddy.</p> <p>Handles procurement of wheat under Atta-Dal Scheme, its movement & claims.</p> <p>Prepared monthly Gap Statement of actual stock held and position of available CC limit.</p>
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Designation	Manager (Inputs)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Arranges inputs for procurement of wheat and paddy like gunny bales, pesticides fumigants, poly covers, wooden crates & Meshnets etc.</p> <p>Arranges disposal of un-serviceable stock articles.</p> <p>Handles many important assignments given by General Manager (Proc.).</p>	

Designation	Manager (A/cs) Procurement	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>Prepares replies to the audit observation of A.G pertaining to paddy/wheat.</p> <p>Handles FCI recoveries</p> <p>Looks after all other assignments relating to accounts of procurement division.</p>	

Division: Marketing

Designation	Manager (A/cs) Marketing	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Purchase of fertilizers. Financial arrangements of activities of Marketing Division. Reconciliation of accounts with fertilizers suppliers. Fixation of margins on sale of fertilizers. Payments to the suppliers and adjustment of bills thereof.	

Designation	Manager (Marketing)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Arrangement of fertilizer. Correspondence with Govt. Departments. Coordination with Fertilizer suppliers. To deal the cases of petrol pumps.	

Designation	Assist. Manager (Accounts), Marketing	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	Financial arrangements for activities of Marketing Division. Reconciliation of accounts with fertilizer suppliers. Purchase of fertilizers. Fixation of margins on sale of fertilizers. Payments to the suppliers and adjustment of bills thereof.	

DELEGATION OF POWERS TO DISTRICT MANAGERS, PAFC

Sr. No.	Nature of powers	Extent of powers.
1.	Sanction of Casual leave for the staff working under him.	Full Powers.
2.	To sanction Compensatory Leave to Class-III & IV employees working in the district office.	Upto one week.
3.	To Adjust/ transfer of a staff of Marketing Division (excluding Accounts staff) upto the level of Executive-I	Within in the District.
4.	Purchase of Furniture and Fixtures for field offices of District approved by the Managing Director.	Upto Rs. 5,000/- subject to norms fixed by H.O.
5.	To replacement of parts of tractors during warranty period.	Rs. 5,000/-.
6.	To refund security deposit and cancel dealership in accordance with the norms and guidelines given by Head Office.	Full Powers.
7.	To purchase equipment and tools for showroom, shops, godown, petrol pumps etc.	Rs. 1,000/- at a time.
8.	To purchase spare parts and lubricants for repairs and servicing of tractors.	Rs. 1,000/- per tractor.
9.	To make payments for part time services of chowkidar/sweepers.	Rs. 100/- p.m for all such services.
10.	Entertainment and sales promotions.	Upto the maximum limit of Rs. 2000/- per month.
11.	To purchase HSD, MS & Lubricants for petrol pumps from IOC, Bharat petroleum	Full Powers
12.	To purchase lubricants for sale at service stations.	Full Powers
13.	a) File/defend/pursue the suits of any nature, arbitration proceedings, revenue proceedings	Full Powers.

	<p>and criminal cases/complaints on behalf of its Head office PAICL, Chandigarh within the jurisdiction of his district.</p> <p>b) Recover amount from Contractors/Millers/ Customers/Suppliers/FCL and employees and to adjust the recoverable amount with the prior approval of Head Office.</p> <p>c) Settle compromise with anyone with the prior approval of Head Office.</p> <p>d) To take any legal step in the interest of PAICL on behalf of its Head Office, PAICL Chandigarh.</p> <p>e) To file any suit for the recovery for the amount not more than 20,00,000/- on behalf of its Head Office, PAICL, Chandigarh.</p> <p>f) The sitting District Manager being successor of last DM is instructed to make statement only for the purpose of evidence in the court cases, which was/were filed by the previous District Manager unless the previous DM has been summoned by the Court for this purpose.</p>	
14.	To appoint Advocates for defending Sales Tax cases of their region & incurring legal expenses.	Full Powers up to Rs. 3,000/- per case per year.
15.	Expenditure incurred on serving refreshment/ lunch to Statutory Auditors & A.G. Auditors in connection with Finalization of balance sheet/tax audit.	Full Powers up to maximum of Rs. 1000/- only per occasion till the finalization of Balance Sheet/ Tax audit.
16.	To incur expenses for filing quarterly TDS return under Income Tax Act on the same rates as are being paid by other Procurement Agencies in the concerned District.	Full Powers
17.	Service Tax	Rs. 600/- for each half yearly return under Service Tax Act.
18.	To file returns and for assessment case under VAT Act.	Amount not exceeding Rs. 5000/- for each financial year.
19.	To get Audit Certificate under VAT Act.	Amount not exceeding Rs. 2000/-.

20.	To sanction advance/ imprest to the staff working under District Managers.	<ul style="list-style-type: none"> ➤ Full Powers upto Rs. 10,000/- for Plinth/Mandi Incharge. ➤ Full Powers upto Rs. 5,000/- for Executive (Warehouse) or Incharge Warehouse. ➤ Full Powers upto Rs. 2,000/- for Incharge Gas Agency. ➤ Full Powers upto Rs. 2,000/- for Fertilizer Clerk/Incharge Fertilizer Sale Centre
WHEAT TRADING ACTIVITY		
1.	Approval for purchase of wheat:- a) payment of wheat b) payment of market fee, rural development fee, dammi cess	<ol style="list-style-type: none"> 1. Purchases must be with frame work of procurement programme and policy and procedure and standing instruction issued by M.D / ED(Mktg.) 2. Receipt of purchase claimed in bills verified by stock holder, Executive (G) & D.M
2.	Approval of Labour Contract for the job to be got done from Labour Contractor:- a) fixed mandi labour charges. b) Labour and cartage charges.	<ol style="list-style-type: none"> 1. subject to the ceiling of norms fixed in policy and procedure and standing instructions issued by GM(P&W) 2. Labour rates are not more than MARKFED, DFS, PSWC & PUNSUP, rates of current year and previous year rates of PAIC.
3.	Special service charges including dara making, segregation and rebagging.	<ol style="list-style-type: none"> 1. standing instructions from GM (P&W) followed. 2. Expenditure upto Rs. 5,000/- per operation. 3. Service charges verified by Mandi Incharge & D.M.
4.	Approval of transport contracts for the job to be got done through transporter.	<ol style="list-style-type: none"> 1. Transport Contracts are based on the recommendations of District Committee headed by D.C and standing instructions by M.D/ E.D (Mktg.) 2. Rates are not more than DFS/ PUNSUP/ PSWC/ MARKFED &

		previous year rates of PAIC.
5.	Approval of bardana transportation.	<ol style="list-style-type: none"> 1. Policy and Standing Instructions issued by GM(P&W) 2. Rates are either at par to previous year, rates or not more than rates of DFS/ PUNSUP/ PSWC/MARKFED.
6.	Approval of bardana consumption degradation and declaration of unserviceable.	As per policy procedure, norms and standing GM(P&W))
7.	Approval of fumigation consumption.	Fumigation consumption norms and policy.
8.	Raising of sale bills of wheat including realisation of payment in time.	As per policy procedure, rates and norms.
9.	Recovery of amount on account of quality cut on wheat and gunnies delivered to FCI.	As per policy and norms.
10.	Recovery of verified cases of shortages of wheat, gunny bales and service equipment.	<ol style="list-style-type: none"> 1. Entry in stock register as per standing instructions. 2. Amount recovered or legal recovery or write off action initiated within month from date of identification. 3. Review and report on each case through R.M to ED(Mktg.) on monthly basis.
11.	Recovery of amount recoverable from contractors/ customers/ suppliers and FCI & employees.	<ol style="list-style-type: none"> 1. Amounts recovered or adjusted by due dates. 2. Legal recovery of write off action, initiated in time of recoverable of doubtful nature. 3. Review of all recoverables with RMs on monthly basis including under arbitration/ civil proceedings and report on each case to G.M.(P/W).

12.	Maintenance Of statutory account and stock records pertaining to wheat, gunny bales and service equipments.	<ol style="list-style-type: none"> 1. Records / accounts are maintained on day to basis and monthly reconciled. 2. After expiry of season all the accounts are reconciled and signed. <ol style="list-style-type: none"> i) The same are submitted to his RM within time frame prescribed by GM(F&A). ii) Stock records taken back by DM. 3. Standing instructions from GM(F&A) and GM(P&W) are compliance of audit objections.
13.	Casual appointment of labour in the event of failure of regular labour contract at any purchase centre as emergency measure.	<ol style="list-style-type: none"> 1. As per standing instructions. 2. Amount operation at time upto Rs.5,000/-. 3. Report sent to RM.
14.	To approve the Tour Programmes of the officials working under their control.	Full Powers.

2.3 Rules/orders under which powers and duties are derived:

Board of Directors delegates powers to M.D. of the Corporation and whenever required, he further delegates the powers to all Activity Heads.

3RD MANUAL: PROCEDURE FOLLOWED IN DECISION MAKING***3.1 Process of decision making:***

Case is initiated by dealing Assistant (in Corporation, called Executive) & this case through Manager/ Senior Manager goes to Activity Head i.e. General Manager & final decision is taken by M.D (in some cases Board of Directors).

3.2 Final decision making authority:

In most of the cases, M.D. is the final decision making authority, being cadre controlling authority. Board of Directors is the Appellate Authority.

3.3 Related provisions, acts, rules etc:

As mentioned in Standing Orders (Clause 34).

3.4 Time limit for taking a decision, if any:

NA

3.5 Channels of supervision and accountability:

From concerned Executive/Assistant, to Managerial staff and then Activity Head to AMD/MD.

4TH MANUAL: NORMS FOR DISCHARGE OF FUNCTIONS

4.1 Nature of functions/services offered

NA

4.2 Norms/standards for functions / service delivery:

NA

4.3 Time-limits for achieving the targets:

NA

4.4 Reference document prescribing the norms:

NA

**5TH MANUAL: 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	Gist of Content
1	Memorandum & Articles of Association	Statutory Document	It includes the main objects of the Corporation to be persuec by the Corporation on its incorporation and objects ancillary to the attainment of main objects.
2	Standing Orders	Rules	Since all the employees are on deputation from PAIC, hence no standing orders.
3	Recruitment And Promotion Policy	Policy	All employees are on deputation from PAIC, hence there is no separate recruitment and promotion policy .

6TH MANUAL: CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY OR WHICH ARE UNDER ITS CONTROL

Sr. No.	Name of the Document	Procedure to obtain the Document	Held by/Under control of
	Books, papers and documents as required under the Provisions of the Companies act, 1956 and other laws applicable.	Approach Public Information Officer	ED (S), GM (F&A), GM (P&A)

**7TH MANUAL: 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:*

NA

7.2 *Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:*

Policy implementation is done by the Board of Directors which includes nominated members/ representatives of the public conversant in the relevant field. In addition to this, the suggestions received through letters and discussions held during various meetings held with the stakeholders & experts also accounts for the formulation of its policy & implementation thereof.

8TH MANUAL: BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED AS PART OF THE PUBLIC

8.1 Name of the Board, Council, committee etc:

In the Board of Directors of Punjab Agro Foodgrains Corporation, there are total 8 Directors, who always associate in the decision taking process in the Board of Directors meetings. The minutes of the meetings of the Board of Directors are open for inspection as per the provisions of the Companies Act, 1956 and other applicable laws.

Board of Directors

S.no	Name of Chairman/Vice Chairman/Director	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1.	Shri Pakhar Singh	Sr. Vice Chairman	-	-
2.	Shri Inderjit Singh Gill	Vice Chairman	-	-
3.	Shri Vikas Garg, IAS,	Managing Director	H. No. 1021, Sector-11-B, Chandigarh	-0172-2657472, mdpunjabagro@yahoo.com
4.	Sh. Deepinder Singh, IAS	Director	Punjab Mandi Bhawan, Sector 65A, SAS Nagar, Mohali.	-
5..	Smt. Surinder Kaur Waraich, IRS	Director	Department of Finance, Punjab Directorate of Disinvestment, SCO No. 53-55, Sector 17D, Chandigarh	09530766900 Email ID waraichsurinderkaur@yahoo.com

6.	Sh. Ranjit Singh Nikra	Director	H.No. 245, Anand Nagar, Tripuri Town, Distt. Patiala	09814936036 Email ID nikra.youthpresident@gmail.com
7.	Sh. Surinder Singh Grewal	Director	H.No. 1700, New Skti Nagar, PO Basti Jodawal, Distt. Ludhiana	09815827272
8.	Sh. Bhupinder Singh	Director	Village- Saifdipur, Tehsil & District- Patiala	-
9.	Sh. Gurbinder Singh	Director	Dashmesh Nagar, Bhagta Bhai, Distt. Bhatinda	-

8.2 Composition Powers & functions:

In the Board of Directors of Punjab Agro Foodgrains Corporation, there are total 8 Directors, who always associate in the decision taking process in the Board of Directors meetings.

8.3 Whether their meetings are open to the public?

The meetings of these committees are not open to the public

8.4 Whether the minutes of the meeting are open to the public:

The minutes of the meetings of the Board of Directors are open for inspection as per the provisions of the Companies Act, 1956 and other applicable law

8.5 Place where the minutes, if:

The minutes of meeting of Board of Directors are maintained by Secretarial Division.

8.6 Open to the public is available?

No.

9TH MANUAL: DIRECTORY OF OFFICERS AND EMPLOYEES

S.No	Emp No.	Name	Designation	Phone No.
1.	10675	RATTAN MITTAL	G.M	95920-09124
2.	10776	ANJNA KAPOOR	G.M	98147-35927
3.	10770	MANDEEP SINGH	D.G.M	***
4.	11029	RITA GUPTA	D.G.M.	9041263038
5.	11141	SUKHVINDER KAUR	D.G.M	81466-98068
6.	10827	RAMESH KUMAR	A.G.M.	***
7.	11064	JAGTAR SINGH	A.G.M.	***
8.	11374	BALWINDER PAL SINGH	A G M	98880-83055
9.	10739	SAMPURNA NAND	SECRETARY	0172-2656241
10.	10461	KRISHNA DEVI	P A	94642-59707
11.	11070	RAJ KUMAR	P.A.	94657-81648
12.	10797	SANDEEP KUMAR TALWAR	SR.MANAGER	***
13.	11054	ANUPA KAPOOR	SR.MANAGER	95920-09141
14.	11081	BHARMINDER KAUR SABARWAL	SR.MANAGER	99149-28777
15.	11143	HARIKRISHAN PAUL	SR.MANAGER	95015-65965
16.	11201	DARBARA SINGH SIDHU	SR.MANAGER	98786-01175
17.	11220	CHETAN KAUSHIK	SR.MANAGER	98148-38506
18.	11274	PARAMJODH SINGH	SR.MANAGER	98764-36414
19.	11277	INDERPREET SINGH	SR.MANAGER	95920-09130
20.	11375	BHAWANDEEP SINGH	SR.MANAGER	98554-52002
21.	10606	MOHINDER SINGH	SR. MANAGER	98157-63057
22.	11377	EISHA JASSAL	SR. MANAGER	97800-76603

23.	11430	MANISH	SR. MANAGER	99884-45844
24.	11370	VIKAS KUMAR	SR MANAGER	98883-97500
25.	11378	JAGDEEP SINGH	SR MANAGER	98559-26464
26.	10620	SANDEEP KUMAR	MANAGER	98724-58338
27.	10646	VIMAL KUMAR GUPTA	MANAGER	98159-95751
28.	10727	DESH DEEPAK	MANAGER	98720-11161
29.	10852	BHUPINDER KAUR	MANAGER	94632-90639
30.	10985	RAJNI BALA	MANAGER	94648-74680
31.	11154	NARINDER KAUR	MANAGER	98781-40911
32.	11369	VIPAN SINGLA	MANAGER	95920-09129
33.	11376	SUKHMINDER JEET SINGH	MANAGER	95920-09138
34.	11384	RAMAN GOYAL	MANAGER	98557-20996
35.	11385	LAKHWINDER SINGH	MANAGER	98728-25676
36.	11390	ANIL KUMAR	MANAGER	95307-80129
37.	11401	SUKHWINDER SINGH	MANAGER	93561-24587
38.	11412	TEJPAL SINGH	MANAGER	97810-00870
39.	11424	AMIT KUMAR	MANAGER	98768-52501
40.	11431	SARBJIT SINGH	MANAGER	90238-71197
41.	11434	RANJIT KUMAR JAKHU	MANAGER	***
42.	11436	NAVJOT KAUR	MANAGER	99151-99931
43.	11442	JATINDER KUMAR	MANAGER	84273-14786
44.	11444	INDERJIT SINGH	MANAGER	97795-64292
45.	11471	SARBJIT SINGH	MANAGER	97800-12250
46.	11174	HARE KRISHNA PANDEY	MANAGER	94641-63425
47.	11246	GURPINDERPAL SINGH	MANAGER	***

48.	11381	RAJNI	MANAGER	94637-56227
49.	11225	TANUJA SEHGAL	MANAGER	97791-64440
50.	11251	RAJESH KUMAR	MANAGER	84272-01315
51.	10720	CHANDER SHEKHAR	MANAGER	98140-35269
52.	11080	INDERJIT KAUR	MANAGER	98153-61008
53.	11260	ROHIT KUMAR	MANAGER	98157-55678
54.	11399	VARSHA SINGLA	MANAGER	98153-84981
55.	11132	PARVINDER KAUR	SR STENO	99148-47474
56.	11138	AJIT SINGH	SR STENO	94170-62587
57.	11021	HARJINDER SINGH SAINI	JR STENO	95921-84665
58.	11043	SUKHJINDER SINGH	JR STENO	95921-84665
59.	11014	BALWANT SINGH	JR STENO	98559-95112
60.	11131	JAGJIT SINGH	JR STENO	94638-55012
61.	11168	TARSEM GOYAL	JR STENO	94176-19208
62.	11262	NARINDER KUMAR	EX I	99155-95150
63.	10612	SARABJIT SINGH	EX I	90238-71197
64.	10847	AJIT KAUR	EX I	86995-03323
65.	10848	SUNITA KUMARI	EX I	97804-72423
66.	10993	PARAMJIT KAUR	EX I	81460-36047
67.	11020	NIRMAIL SINGH	EX I	98153-84903
68.	11051	TELJINDER SINGH	EX I	81462-41642
69.	11150	SURINDER SINGH	EX I	99144-14411
70.	11152	MANJIT KAUR	EX I	88725-77138
71.	11186	SURINDER PAL	EX I	94640-87800
72.	11221	RAJINDER KAUR	EX I	98785-99018

73.	11226	GURPREET SINGH	EX I	94170-15976
74.	11246	GURINDER PAL	EX I	81466-49988
75.	11249	NAVDEEP KAUR	EX I	94653-62626
76.	11278	VIPIN SINGH	EX I	98151-99884
77.	10599	NIRMAL SINGH	EX I	98153-84903
78.	11667	AMRITPAL SINGH	EX I	***
79.	11269	JASWINDER SINGH	EX I	90410-46141
80.	11321	MANJINDER KAUR	EX I	78371-36262
81.	11329	SUKHWINDER SINGH	EX I	98725-61903
82.	11331	VIKAS KUMAR KESHEV	EX I	99887-19321
83.	11335	JASBIR KAUR	EX I	98147-45708
84.	11343	MANINDER KAUR	EX I	98559-15666
85.	10664	RAMESH PARSHAD	EX I	***
86.	10653	RAJ KUMAR	EX I	99147-34505
87.	10711	SANTOSH DEVI	EX I	94634-22053
88.	11382	SUSHIL KUMAR	EX I	98150-91635
89.	11408	SIDDARTH KAPILA	EX I	98728-17174
90.	11415	ASHOK KUMAR	EX I	97819-25508
91.	11347	AMANDEEP SINGH	EX I	98885-00381
92.	11429	SAROOP SINGH	EX I	98780-88996
93.	11443	GURTEJ SINGH	EX I	99156-16771
94.	11285	KASHMIR SINGH	EX I	98552-43289
95.	11657	SHALLU HARCHAND	EX I	***
96.	11469	MUNISH GARG	EX I	***
97.	11474	AKSHAY	EX I	***

98.	11475	JOYDEEP SINGH	EX I	***
99.	11476	KIRANDEEP SINGH	EX I	***
100.	11478	MANPREET KAUR	EX I	***
101.	11479	PAWANDEEP SINGH	EX I	***
102.	11480	NEELAM	EX I	***
103.	11482	NIRMAL SINGH	EX I	***
104.	11483	KRISHMA OBERAI	EX I	***
105.	11484	PARDEEP SINGH	EX I	***
106.	11486	RANJANA RANI	EX I	***
107.	11489	GAGANDEEP SINGH	EX I	***
108.	11490	JASPREET SINGH	EX I	***
109.	11493	SHASHI BALA	EX I	***
110.	11494	RITU NAR	EX I	***
111.	11495	MANJU BALA	EX I	***
112.	11496	SAHIL ARORA	EX I	***
113.	11498	JATINDER SINGH	EX I	***
114.	11500	TARUN SEN	EX I	***
115.	11501	EKAMDEEP SINGH	EX I	***
116.	11653	KOMAL SOBTI	EX I	***
117.	11660	MINI PAHUNJA	EX I	***
118.	11503	MANINDER SINGH SIDHU	EX I	***
119.	11505	JASPAL SINGH	EX I	***
120.	11056	DHARMINDER SINGH	EX I	***
121.	11506	LAL SINGH PUNIA	EX I	***
122.	11658	MANOJ KUMAR	EX I	***

123.	11509	RAVI KANT SHARMA	EX I	***
124.	11654	SHUBHAM SHARMA	EX I	***
125.	11629	KAMALJOT SINGH	EX I	***
126.	11631	ALOK KUMAR	EX I	***
127.	11646	VARINDER JEET SINGH	EX I	***
128.	11655	PARMINDER SINGH	EX I	***
129.	11659	MANINDER SINGH	EX I	***
130.	11671	GURPREET SINGH	EX I	***
131.	11673	RAMANDEEP	EX I	***
132.	11694	JASPREET SINGH	EX I	***
133.	11696	AMAN SINGH	EX I	***
134.	11697	RAM PARTAP	EX I	***
135.	11698	RAJENDER SINGH	EX I	***
136.	11699	NARPINDER SNGH	EX I	***
137.	11700	JASPREET KAUR	EX I	***
138.	11701	JASPREET KAUR	EX I	***
139.	11187	ASHWANI RANJAN	EX I	***
140.	10523	KULDIP SINGH	EX II	98157-55855
141.	10528	GOBIND SINGH	EX II	96468-61449
142.	11200	HARSH KUMAR	EX II	98881-54433
143.	11224	YASHPAL CHOPRA	EX II	98885-57405
144.	11295	IQBAL SINGH BRAR	EX II	98550-19337
145.	11296	R.K. VYAS	EX II	94635-88926
146.	11348	SHAMSHER SINGH	EX II	98144-13044
147.	11175	RAJINDER PAL	EX II	0172-2656241

148.	11195	HARVINDER SINGH	EX II	94635-51441
149.	11203	PAWAN KUMAR	EX II	0172-2656241
150.	11334	GURWINDER SINGH	EX II	***
151.	11400	RAGHUVIR SINGH	EX II	94638-24207
152.	11406	JATINDER KUMAR GILL	EX II	98763-47156
153.	10604	INDER PAL	EX II	95017-42295
154.	10806	ROHI RAM	EX II	98550-30156
155.	11391	BRIJ BHUSHAN	EX II	94632-38954
156.	11394	SHAMINDER SINGH	EX II	99884-91519
157.	11584	PAWANPREET SINGH	SUB INSP	***
158.	11608	CHARANJIT SINGH	SUB INSP	***
159.	11513	GURTEJ SINGH	SUB INSP	***
160.	11639	MANPREET KAUR	SUB INSP	***
161.	11614	AMIT KAMBOJ	SUB INSP	***
162.	11642	JAGTAR SINGH SEKHON	SUB INSP	***
163.	11672	MANPREET SINGH BEDI	SUB INSP	***
164.	11607	MOHIT KUMAR SETIA	SUB INSP	***
165.	11636	PARMINDER KAUR	SUB INSP	***
166.	11536	KARANBIR SINGH	SUB INSP	***
167.	11544	MITU BALA	SUB INSP	***
168.	11542	GURSHARANJIT SINGH	SUB INSP	***
169.	11546	JATINDER KAUR LALL	SUB INSP	***
170.	11538	DHARMENDRA SINGH	SUB INSP	***
171.	11548	YADVINDER SINGH	SUB INSP	***
172.	11557	NIDHI CHAUDHARY	SUB INSP	***

173.	11524	RAVINDER SINGH	SUB INSP	***
174.	11526	AMANDEEP SINGH	SUB INSP	***
175.	11604	RASPREET SINGH	SUB INSP	***
176.	11597	HARJIT SINGH	SUB INSP	***
177.	11616	PARVINDERJEET SINGH	SUB INSP	***
178.	11609	RAMANDEEP KAUR	SUB INSP	***
179.	11613	KANWAR PREET SINGH BRAR	SUB INSP	***
180.	11670	RAKSHIT RANA	SUB INSP	***
181.	11641	NAVDEEP BHARTI	SUB INSP	***
182.	11532	JAGROOP SINGH	SUB INSP	***
183.	11606	TARNPREET SINGH	SUB INSP	***
184.	11702	SARTHAK VINAYAK	SUB INSP	***
185.	11704	GURWINDER SINGH	SUB INSP	***
186.	11621	HARWINDER SINGH	TECH ASST	***
187.	11611	NAVDEEP SINGH	TECH ASST	***
188.	11547	SUKHPAL SINGH	TECH ASTT	
189.	11549	GURPREET SINGH	TECH ASTT	
190.	11638	JAGDEEP SINGH	TECH ASTT	
191.	11534	JATINDER SINGH	TECH ASTT	
192.	11551	GURSEWAK SINGH	TECH ASTT	
193.	11640	SATNAM SINGH	TECH ASTT	
194.	11647	MANVIR SINGH	TECH ASTT	
195.	11550	MANINDER SINGH	TECH ASTT	
196.	11553	SUKHJIT SINGH	TECH ASTT	
197.	11541	JAGRAJ SINGH	TECH ASTT	

198.	10688	LAL CHAND	T ASTT I	
199.	10803	VIJAY KUMAR	T ASTT I	
200.	10702	KULWANT SINGH	T ASTT I	
201.	10696	PREM PAUL	T ASTT I	
202.	10706	RAM PHAL SHARMA	T ASTT I	
203.	10697	HAMIR SINGH	T ASTT II	
204.	10498	KASHMIR SINGH	T ASTT II	
205.	10695	GURDIAL SINGH	T ASTT II	
206.	10701	KARAM SINGH	T ASTT II	
207.	10499	BHUPINDER SINGH	T ASTT III	
208.	10699	ASHOK KUMAR	T ASTT III	
209.	10452	KULDIP SINGH	S M	84371-08522
210.	10805	SUKHMINDER SINGH	S M	98142-34487
211.	10900	GURMAIL SINGH	S M	98553-17867
212.	11114	SANVEG SINGH	S M	94173-37088
213.	11190	GURJIT SINGH	S M	94715-72401
214.	11191	JAGTAR SINGH	S M	99156-81519
215.	11250	PARVEEN KUMAR	S M	94176-83524
216.	11270	GURCHARAN SINGH	S M	96462-05188
217.	11280	RAJBIR SINGH	S M	98729-47188
218.	11310	JAGDEEP SINGH	S M	99881-17388
219.	11332	RUPINDER SINGH	S M	98158-19761
220.	11338	JATINDER SINGH	S M	98155-40068
221.	11342	RAJINDER SINGH	S M	98887-31442
222.	11355	NAVPREET KAUR PANNU	S M	99883-29400

223.	11358	NITIN SHARMA	S M	98152-52083
224.	11360	RAJDEEP SINGH UPPAL	S M	96465-90507
225.	11421	KULDEEP SINGH	S M	98154-46083
226.	11423	JAGJEET SINGH	S M	98722-27226
227.	11432	MALVINDER SINGH	S M	98552-98830
228.	11459	RAKESH KUMAR	S M	94169-27831
229.	11460	KULWINDER SINGH	S M	***
230.	11461	DIDAR SINGH	S M	***
231.	11463	JAGJIT SINGH	S M	***
232.	11685	DILPREET SINGH	S M	***
233.	10884	HARI RAM	S M	***
234.	10886	MANMOHAN SINGH	S M	95921-65417
235.	10898	HARMIT SINGH	S M	98765-46862
236.	11106	JARNAIL SINGH	S M	85580-09008
237.	10861	SURINDER SINGH	S M	98769-78742
238.	10873	NAGINA PARSHAD	S M	94640-38242
239.	10883	GOPAL	S M	94631-06529
240.	10866	NAIB SIGH	S M	81467-51448
241.	11520	RANDEEP SINGH	J S K	
242.	11620	MOHINDER PAL SINGH	J S K	
243.	10907	SUKHDEV SINGH	J S K	98726-15960
244.	11661	SWARNDEEP SINGH	J S K	
245.	11665	RAJPREET SINGH	J S K	
246.	11686	HARPREET SINGH DHANOA	J S K	
247.	11049	PARVEEN KUMAR BHOLLA	J S K	98158-56256

248.	11420	HARPREET SINGH	J S K	98148-82074
249.	11683	BALVEER SINGH	J S K	
250.	11510	HARSIMRAN SINGH	J S K	
251.	11617	BALJINDER SINGH	J S K	
252.	11688	SUKHWINDER KAUR	J S K	
253.	11083	NIRBHAI SINGH	J S K	98141-96032
254.	11691	RAJPREET SINGH	J S K	
255.	11663	JASPAL SINGH	J S K	
256.	11687	HARSIMRANJIT SINGH BRAR	J S K	
257.	11448	MANJEET SINGH	J S K	
258.	11519	TARUN	J S K	
259.	11623	JAGDEEP KAUR	J S K	
260.	11086	JAGJIT SINGH	J S K	88726-65382
261.	11599	VIKAS SINGLA	J.S.S	***
262.	11601	SARABJEET SINGH	J.S.S	***
263.	11562	LAKHWINDER SINGH	CCO	***
264.	11563	JASBIR SINGH BAZARH	CCO	***
265.	11569	HARMINDER SINGH	CCO	***
266.	11570	JATINDER SINGH	CCO	***
267.	11574	KRISHAN KUMAR	CCO	***
268.	11578	VISHAL KUMAR	CCO	***
269.	11581	SUPREET KAUR	CCO	***
270.	11585	SUKHWINDER SINGH	CCO	***
271.	11586	KAMALJEET SINGH	CCO	***
272.	11587	GAUTAM CHOPRA	CCO	***

273.	11588	AMRITPAL SINGH	CCO	***
274.	11589	HARSHDEEP DHIR	CCO	***
275.	11598	MOHINDER PARTAP SINGH	CCO	***
276.	11610	GAURAV SOOD	CCO	***
277.	11624	SANDEEP KAUR	CCO	***
278.	11625	SIMRANJIT SINGH	CCO	***
279.	11626	PARMINDER SINGH	CCO	***
280.	11649	PARDEEP SINGH	CCO	***
281.	11650	SUMIT KUMAR	CCO	***
282.	11157	IQBAL SINGH	CCO	***
283.	11681	NITIN JINDAL	CCO	***
284.	11682	DIMPLE	CCO	***
285.	11684	VAIBHAV SHARMA	CCO	***
286.	11151	BALBIR KAUR	CCO	94173-90413
287.	10543	JASWANT SINGH	F C	98729-10067
288.	10854	AMRIK SINGH	F.C.	94643-26133
289.	11279	SUMAN KUMAR	F C	81462-71317
290.	11317	YASHPAL SINGH BRAR	F C	98141-77285
291.	11359	HARPREET SINGH	F.C.	98142-89301
292.	11386	PAWANDEEP SINGH	F.C	98766-68602
293.	11396	SATNAM SINGH	F.C	75088-57965
294.	11426	ANGREJ SINGH	F.C	94786-05330
295.	11438	SUKHJIWAN SINGH	F.C.	95928-56832
296.	11439	SATPAL SINGH	F.C	98781-58460
297.	11449	AMNINDER SINGH	F.C.	***

298.	10879	GURCHARAN SINGH	P WINDER	***
299.	10943	JASPAL SINGH	P WINDER	***
300.	10946	SRI KANT	P WINDER	***
301.	10947	RAGHBIR YADAV	P WINDER	***
302.	10944	BHAGWAN DASS	P WINDER	***
303.	10794	KULDEEP SINGH	PEON	***
304.	10855	DALJIT SINGH	PEON	98883-71960
305.	10988	AYUYAPPAN NAIR	PEON	94633-91753
306.	10989	MAHAVIR SINGH	PEON	98766-73211
307.	10994	KRISHAN BAHADUR	PEON	***
308.	11013	FAUJI SINGH	PEON	***
309.	11027	BALBIR SINGH	PEON	94173-90413
310.	11140	GURBAX KAUR	PEON	98144-42561
311.	11161	SHASHI BALA	PEON	98888-74572
312.	11183	BALIRAM YADAV	PEON	***
313.	11210	MAHADEV GUPTA	PEON	99151-46105
314.	11237	KALPESHWARI DEVI	PEON	97803-85341
315.	11283	BHUPINDER KAUR	PEON	87278-77453
316.	10608	HANS RAJ	PEON	99887-13750
317.	11291	SURINDER KAUR	PEON	99157-90324
318.	11341	SHAM DULARI	PEON	98764-06879
319.	11354	BHUPINDER KAUR	PEON	99887-88994
320.	11356	KARAMJIT KAUR	PEON	98154-66105
321.	11446	LATA DEVI	PEON	97819-48990
322.	11453	LAKHWINDER SINGH	PEON	***

323.	11462	BALBIR KAUR	PEON	***
324.	11464	HARBHAJAN KAUR	PEON	***
325.	11518	SMITRA DASS	PEON	***
326.	10903	HARMIT SINGH	PEON	0172-2656241
327.	11339	AVTAR SINGH	PEON	99880-23000
328.	10893	DILBAGH SINGH	HELPER	***
329.	10896	GURMIT SINGH	HELPER	94173-71425
330.	10905	RAMJIT SINGH	HELPER	99149-70933
331.	10909	SUSHIL KUMAR	HELPER	94638-45425
332.	10910	MAKHAN SINGH	HELPER	98154-66605
333.	10912	RAM KIRAT YADAV	HELPER	99885-63874
334.	10913	RAMESH KUMAR	HELPER	98760-26918
335.	10914	SYSVESTOR SURIN	HELPER	98782-22168
336.	10925	GURDEV SINGH	HELPER	98722-45330
337.	10926	LABH SINGH	HELPER	98760-66165
338.	11164	HARDIP KAUR	HELPER	89681-80143
339.	10735	PARKASH CHAND	DAFTRI	96469-47790
340.	10535	RAJ KUMAR	DAFTRI	98727-79435
341.	10615	RAVI SHANKER	DAFTRI	98888-34315
342.	11073	DIWAN SINGH	DAFTRI	98721-08308
343.	11457	AMARJIT KAUR	DAFTRI	***
344.	10778	PIARA SINGH	SUPERVISER	***
345.	10534	SURINDERPAL SINGH	DRIVER	99153-72360
346.	10800	INDERMOHAN SINGH KHALSA	DRIVER	94174-24271
347.	10820	DALJEET SINGH	DRIVER	94631-86818

348.	10841	MANJINDER SINGH	DRIVER	98724-65365
349.	11211	SWARN SINGH	DRIVER	94634-91413
350.	11268	BIJENDER SINGH	DRIVER	95014-65209
351.	10610	HARISH CHANDER	W M	81460-09110
352.	10723	MANI SINGH	W M	98151-68480
353.	10733	BIKAR SINGH	W M	98153-36434
354.	10831	PARAMJIT SINGH	W M	99881-06613
355.	11016	DHIRAJ SINGH	W M	98152-06803
356.	11017	MADAN RAM	W M	85579-85653
357.	11025	OM PARKASH	W M	75891-65097
358.	11032	BALJINDER SINGH	W M	98143-43139
359.	11046	SUBHASH CHAND	W M	89684-27037
360.	11071	DARMIAN SINGH	W M	98768-77323
361.	11171	SUKHBAHADUR SINGH	W M	97798-02459
362.	11179	HARI RAM	W M	98032-67287
363.	11182	OM PARKASH	W M	98760-27665
364.	11213	SUKHDEV SINGH	W M	73558-15148
365.	11217	SHAM LAL	W M	73558-15148
366.	11219	ROSHAN SINGH	W M	80542-09960
367.	11239	KULWINDER KAUR	W M	98034-59123
368.	11242	NANHE LAL	W M	89680-45342
369.	11243	THULA RAM	W M	90410-51760
370.	11253	VIJAY KUMAR	W M	98760-88156
371.	11367	MANJIT KUMAR	W M	92569-99711
372.	11422	JASPREET SINGH	W M	99880-23000

373.	11451	PARVEEN KUMAR	W M	***
374.	11452	SUKHWINDER SINGH	W M	99157-91505
375.	11516	GURPREET SINGH	W M	***
376.	11652	ANGREJ SINGH	W M	***
377.	10949	SUKHDEV PAUL	WEAVER	95011-61615
378.	10953	RAM PARSHAD	WEAVER	80540-42960
379.	10960	GURKIRPAL SINGH	WEAVER	94176-85688
380.	10937	SATYA KUMAR	CUTTER	98158-39548
381.	11241	RAM BAHADUR	MALI	89683-76998
382.	10992	LALLA RAM	MALI	98727-59328
383.	90006	LAXMI DEVI	SWEEPER	***
384.	11366	MUKHTIAR KAUR	SWEEPER	0172-2656241
385.	11044	RAVINDER KUMAR	S K	94170-64072
386.	10996	RAM PAL	S K	95979-72097
387.	11037	RAJ KUMAR SHARMA	S K	97796-18172

10TH MANUAL: MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES
INCLUDING SYSTEM OF COMPENSATION

S.No	Emp No.	Name	Designation	Place	Salary
1.	10776	ANJNA KAPOOR	G M	CHD	145856.00
2.	10675	RATTAN MITTAL	G M	CHD	145856.00
3.	11029	RITA GUPTA	D G M	CHD	151254.00
4.	10770	MANDEEP SINGH	D G M	CHD	120971.00
5.	11141	SUKHWINDER KAUR	D G M	CHD	138408.00
6.	10827	RAMESH KUMAR	A G M	CHD	115772.00
7.	11064	JAGTAR SINGH	A G M	LDH	101333.00
8.	11374	BALWINDER PAL SINGH	A G M	MAN	92291.00
9.	10739	SAMPURANA NAND	SECRETARY	CHD	83574.00
10.	10461	KRISHNA DEVI	P A	CHD	84679.00
11.	11070	RAJ KUMAR	P A	CHD	66157.00
12.	11277	INDERPREET SINGH	SR MANAGER	ASR	93360.00
13.	11430	MUNISH KUMAR	SR MANAGER	BHT	68607.00
14.	10605	VIPAN VIJH	SR MANAGER	CHD	48854.00
15.	11274	PARMJODH SINGH	SR MANAGER	CHD	89154.00
16.	11220	CHE TAN KAUSHIK	SR MANAGER	CHD	90530.00
17.	11081	BHARMINDERKAUR SABHARWAL	SR MANAGER	CHD	101509.00
18.	11143	HARI KRISHAN PAUL	SR MANAGER	CHD	87724.00
19.	11377	Ms EISHA JASSAL	SR MANAGER	CHD	68727.00
20.	10797	SANDEEP TALWAR	SR MANAGER	FGS	105614.00
21.	10606	MOHINDER SINGH	SR MANAGER	CHD	105902.00

22.	11054	ANUPA KAPOOR	SR MANAGER	KPT	83772.00
23.	11370	VIKAS KUMAR	SR MANAGER	MUK	63514.00
24.	11201	DARBARA SINGH	SR MANAGER	NWS	91358.00
25.	11378	JAGDEEP SINGH	SR MANAGER	RPR	65424.00
26.	10985	RAJNI BALA	MANAGER	BHT	62393.00
27.	10646	VIMAL KUMAR GUPTA	MANAGER	CHD	78797.00
28.	10727	DESH DEEPAK	MANAGER	CHD	97652.00
29.	11436	NAVJOT KAUR	MANAGER	CHD	66352.00
30.	11080	INDERJIT KAUR	MANAGER	CHD	77041.00
31.	10852	BHUPINDER KAUR	MANAGER	CHD	64046.00
32.	11154	NARINDER KAUR	MANAGER	CHD	59154.00
33.	11471	SARBJIT SINGH	MANAGER	CHD	25892.00
34.	11412	TEJPAL SINGH	MANAGER	FDK	58198.00
35.	11251	RAJESH K SHARMA	MANAGER	FZR	63549.00
36.	11384	RAMAN GOYAL	MANAGER	FZR	61124.00
37.	11376	SUKHMINDER JEET SINGH	MANAGER	GDR	64792.00
38.	11442	JATINDER KUMAR	MANAGER	GDR	58788.00
39.	10620	SANDEEP KUMAR	MANAGER	JAL	77596.00
40.	11401	SUKHWINDER SINGH	MANAGER	JAL	57854.00
41.	11434	RANJIT KUMAR JAKHU	MANAGER	HSP	64314.00
42.	10720	CHANDER SHEKHAR	MANAGER	LDH	87499.00
43.	11385	LAKHWINDER SINGH	MANAGER	PTL	61727.00
44.	11424	AMIT KUMAR	MANAGER	PTL	66232.00
45.	11260	ROHIT KUMAR	MANAGER	RPR	59227.00

46.	11369	VIPAN SINGLA	MANAGER	SGR	59902.00
47.	11390	ANIL KUMAR	MANAGER	SGR	60719.00
48.	11444	INDERJIT SINGH	MANAGER	TTA	56763.00
49.	11262	NARINDER KUMAR	MANAGER	FGS	56997.00
50.	11174	HARE KRISHNA PANDEY	MANAGER	CHD	51928.00
51.	11399	VARSHA SINGLA	MANAGER	CHD	55022.00
52.	11246	GURPINDERPAL SINGH	MANAGER	CHD	***
53.	11381	RAJNI	MANAGER	SGR	53310.00
54.	11225	TANUJA SEHGAL	MANAGER	CHD	51928.00
55.	11132	PARVINDER KAUR	SR STENO	CHD	63720.00
56.	11138	AJIT SINGH	SR STENO	NWS	60809.00
57.	11021	HARJINDER SINGH SAINI	JR STENO	CHD	63392.00
58.	11043	SUKHJINDER SINGH	JR STENO	FDK	59041.00
59.	11014	BALWANT SINGH	JR STENO	FZR	60222.00
60.	11131	JAGJIT SINGH	JR STENO	HSP	59041.00
61.	11168	TARSEM GOYAL	JR STENO	MUK	52477.00
62.	11646	VARINDER JEET SINGH	EX I	ASR	13535.00
63.	11443	GURTEJ SINGH	EX I	BHT	54902.00
64.	11501	EKAM DEEP SINGH	EX I	BHT	13535.00
65.	11658	MANOJ KUMAR	EX I	BNL	13535.00
66.	11475	JOYDEEP SINGH	EX I	CHD	8978.00
67.	11478	MANPREET KAUR	EX I	CHD	24486.00
68.	11645	PAYAL GUPTA	EX I	CHD	24486.00
69.	10847	AJIT KAUR	EX I	CHD	59389.00
70.	11051	TALJINDER SINGH	EX I	CHD	52528.00

71.	10612	SARABJIT SINGH	EX I	CHD	64919.00
72.	10653	RAJ KUMAR	EX I	SGR	48514.00
73.	11482	NIRMAL SINGH	EX I	CHD	24486.00
74.	11653	KOMAL SOBTI	EX I	CHD	24486.00
75.	11226	GURPREET SINGH GOSAL	EX I	CHD	50446.00
76.	11269	JASWINDER SINGH	EX I	CHD	54932.00
77.	11020	NIRMAIL SINGH	EX I	CHD	50446.00
78.	11150	SURINDER SINGH	EX I	CHD	54966.00
79.	11484	PARDEEP SINGH	EX I	CHD	24486.00
80.	11660	MINI PAHUJA	EX I	CHD	24486.00
81.	10848	SUNITA KUMARI	EX I	CHD	58726.00
82.	11246	GURINDER PAL SINGH	EX I	CHD	51328.00
83.	11278	VIPAN SINGH	EX I	FGS	47341.00
84.	11490	JAGPREET SINGH	EX I	FGS	13535.00
85.	11474	AKSHAY	EX I	FZR	13535.00
86.	11500	TARUN SEN	EX I	FZR	13535.00
87.	11221	RAJINDER KAUR	EX I	GDR	54371.00
88.	11249	NAVDEEP KAUR	EX I	GDR	51308.00
89.	11498	JATINDER SINGH	EX I	GDR	13535.00
90.	11654	SHUBHAM SHARMA	EX I	GDR	13535.00
91.	11657	SHALLU HARCHAND	EX I	GDR	13535.00
92.	11431	SARABJIT SINGH	EX I	HSP	53310.00
93.	11494	RITU NAR	EX I	HSP	13535.00
94.	10993	PARAMJIT KAUR	EX I	JAL	54667.00
95.	11496	SAHIL ARORA	EX I	JAL	13535.00

96.	11629	KAMALJOT SINGH	EX I	JAL	13535.00
97.	11152	MANJIT KAUR	EX I	KPT	49070.00
98.	11285	KASHMIR SINGH	EX I	KPT	46457.00
99.	11631	ALOK KUMAR	EX I	KPT	13535.00
100.	11408	SIDDARTH KAPILA	EX I	LDH	55082.00
101.	11505	JASPAL SINGH	EX I	LDH	13535.00
102.	11329	SUKHWINDER SINGH	EX I	LDH	49229.00
103.	11382	SUSHIL KUMAR	EX I	MAN	53310.00
104.	11503	MANINDER SINGH SIDHU	EX I	MAN	13535.00
105.	11415	ASHOK KUMAR	EX I	MOG	52910.00
106.	11509	RAVI KANT SHARMA	EX I	MOG	13535.00
107.	11667	AMRITPAL SINGH	EX I	MOG	13535.00
108.	11429	SAROOP SINGH	EX I	MUK	53310.00
109.	11476	KIRANDEEP SINGH	EX I	MUK	13535.00
110.	11489	GAGANDEEP SINGH	EX I	NWS	13535.00
111.	11321	MANJINDER KAUR	EX I	PTL	50326.00
112.	11335	JASBIR KAUR	EX I	PTL	48897.00
113.	11483	KRISHMA OBERAI	EX I	PTL	13535.00
114.	11486	RANJANA RANI	EX I	PTL	13535.00
115.	11506	LAL SINGH PUNIA	EX I	PTL	13535.00
116.	11331	VIKAS KUMAR KESHAV	EX I	PTL	47012.00
117.	11056	DHARMENDER SINGH	EX I	RPR	75172.00
118.	11186	SURINDER PAUL	EX I	RPR	48740.00
119.	11480	NEELAM	EX I	RPR	13535.00
120.	11493	SHASHI BALA	EX I	SGR	13535.00

121.	11495	MANJU BALA	EX I	SGR	13535.00
122.	10599	NIRMAL SINGH	EX I	SGR	51078.00
123.	11479	PAWANDEEP SINGH	EX I	TTA	13535.00
124.	10664	RAMESH PARSHAD	EX I	CHD	49584.00
125.	11347	AMAN DEEP SINGH	EX I	PTL	43073.00
126.	10711	SANTOSH DEVI	EX I	SGR	53527.00
127.	11343	MANINDER KAUR	EX I	BNL	44333.00
128.	11187	ASHWANI RANJAN	EX I	RPR	43940.00
129.	11655	PARMINDER SINGH	EX I	LDH	13535.00
130.	11659	MANINDER SINGH	EX I	MUK	13535.00
131.	11671	GURPREET SINGH	EX I	CHD	24486.00
132.	11673	RAMANDEEP	EX I	LDH	13535.00
133.	11694	JASPREET SINGH	EX I	SGR	13535.00
134.	11696	AMAN SINGH	EX I	MOG	13535.00
135.	11697	RAM PARTAP	EX I	SGR	13535.00
136.	11698	RAJENDER SINGH	EX I	HOS	13535.00
137.	11699	NARPINDER SNGH	EX I	ASR	13535.00
138.	11700	JASPREET KAUR	EX I	CHD	13535.00
139.	11701	JASPREET KAUR	EX I	PTL	13535.00
140.	11195	HARVINDER SINGH	EX II	BHT	42189.00
141.	11175	RAJINDER PAL	EX II	CHD	44025.00
142.	11334	GURWINDER SINGH	EX II	CHD	44025.00
143.	11203	PAWAN KUMAR	EX II	CHD	44235.00
144.	11200	HARSH KUMAR	EX II	CHD	0.00
145.	10528	GOBIND SINGH	EX II	FGS	55130.00

146.	11400	RAGHUVIR SINGH	EX II	HSP	42189.00
147.	11406	JATINDER KUMAR	EX II	JAL	42189.00
148.	10523	KULDEEP SINGH	EX II	KPT	48643.00
149.	11224	YASH PAL CHOPRA	EX II	LDH	43893.00
150.	10604	INDER PAUL	EX II	MAN	47220.00
151.	11391	BRIJ BHUSHAN	EX II	MUK	43212.00
152.	11394	SHAMINDER SINGH	EX II	MUK	43212.00
153.	11295	IQBAL SINGH BRAR	EX II	PTL	46967.00
154.	10806	ROHI RAM SINGH	EX II	SGR	45290.00
155.	11296	R K VYAS	EX II	SNN	13534.00
156.	11348	SHAMSHER SINGH	EX II	TTA	42646.00
157.	11584	PAWANPREET SINGH	SUB INSP	ASR	10815.00
158.	11608	CHARANJIT SINGH	SUB INSP	ASR	10815.00
159.	11513	GURTEJ SINGH	SUB INSP	BHT	10815.00
160.	11639	MANPREET KAUR	SUB INSP	BHT	10815.00
161.	11614	AMIT KAMBOJ	SUB INSP	CHD	19090.00
162.	11642	JAGTAR SINGH SEKHON	SUB INSP	CHD	15908.00
163.	11672	MANPREET SINGH BEDI	SUB INSP	CHD	19090.00
164.	11607	MOHIT KUMAR SETIA	SUB INSP	FZR	10815.00
165.	11636	PARMINDER KAUR	SUB INSP	FZR	10815.00
166.	11536	KARANBIR SINGH	SUB INSP	GDR	10815.00
167.	11544	MITU BALA	SUB INSP	GDR	10815.00
168.	11542	GURSHARANJIT SINGH	SUB INSP	HSP	10815.00
169.	11546	JATINDER KAUR LALL	SUB INSP	HSP	10815.00
170.	11538	DHARMENDRA SINGH	SUB INSP	LDH	10815.00

171.	11548	YADVINDER SINGH	SUB INSP	LDH	10815.00
172.	11557	NIDHI CHAUDHARY	SUB INSP	LDH	10815.00
173.	11524	RAVINDER SINGH	SUB INSP	MAN	10815.00
174.	11526	AMANDEEP SINGH	SUB INSP	MAN	10815.00
175.	11604	RASPREET SINGH	SUB INSP	MAN	10815.00
176.	11597	HARJIT SINGH	SUB INSP	MOG	10815.00
177.	11616	PARVINDERJEET SINGH	SUB INSP	MOG	10815.00
178.	11609	RAMANDEEP KAUR	SUB INSP	MUK	10815.00
179.	11613	KANWAR PREET SINGH	SUB INSP	MUK	10815.00
180.	11670	RAKSHIT RANA	SUB INSP	PTL	10815.00
181.	11641	NAVDEEP BHARTI	SUB INSP	SGR	10815.00
182.	11532	JAGROOP SINGH	SUB INSP	TTA	10815.00
183.	11606	TARNPREET SINGH	SUB INSP	TTA	10815.00
184.	11702	SARTHAK VINAYAK	SUB INSP	FGS	10815.00
185.	11704	GURWINDER SINGH	SUB INSP	MAN	10815.00
186.	11621	HARWINDER SINGH	TECH ASST	LDH	9864.00
187.	11611	NAVDEEP SINGH	TECH ASST	SGR	9864.00
188.	11547	SUKHPAL SINGH	TECH ASTT	BHT	9864.00
189.	11549	GURPREET SINGH	TECH ASTT	BHT	9864.00
190.	11638	JAGDEEP SINGH	TECH ASTT	FDK	9864.00
191.	11534	JATINDER SINGH	TECH ASTT	GDR	9864.00
192.	11551	GURSEWAK SINGH	TECH ASTT	GDR	9864.00
193.	11640	SATNAM SINGH	TECH ASTT	KPT	9864.00
194.	11647	MANVIR SINGH	TECH ASTT	NWS	9864.00
195.	11550	MANINDER SINGH	TECH ASTT	PTL	9864.00

196.	11553	SUKHJIT SINGH	TECH ASTT	PTL	9864.00
197.	11541	JAGRAJ SINGH	TECH ASTT	TTA	9864.00
198.	10688	LAL CHAND	T ASTT I	FZR	57626.00
199.	10803	VIJAY KUMAR	T ASTT I	LDH	56119.00
200.	10702	KULWANT SINGH	T ASTT I	MUK	60337.00
201.	10696	PREM PAUL	T ASTT I	NWS	58000.00
202.	10706	RAM PHAL SHARMA	T ASTT I	SGR	50914.00
203.	10697	HAMIR SINGH	T ASTT II	BNL	52003.00
204.	10498	KASHMIR SINGH	T ASTT II	GDR	48854.00
205.	10695	GURDIAL SINGH	T ASTT II	GDR	37741.00
206.	10701	KARAM SINGH	T ASTT II	RPR	47836.00
207.	10499	BHUPINDER SINGH	T ASTT III	ASR	50749.00
208.	10699	ASHOK KUMAR	T ASTT III	LDH	48850.00
209.	11310	JAGDEEP SINGH	S M	ASR	27583.00
210.	11270	GURCHARAN SINGH	S M	ASR	28295.00
211.	11421	KULDIP SINGH	S M	BHT	22932.00
212.	10805	SUKHMINDER SINGH	S M	BNL	29479.00
213.	11432	MALWINDER SINGH	S M	BNL	21661.00
214.	11461	DIDAR SINGH	S M	BNL	20418.00
215.	11355	NAVPREET KAUR	S M	CHD	24648.00
216.	11459	RAKESH KUMAR	S M	CHD	21247.00
217.	11342	RAJINDER SINGH	S M	CHD	26599.00
218.	11463	JAGJIT SINGH	S M	CHD	12992.00
219.	11360	RAJDEEP SINGH UPPAL	S M	FDK	23748.00
220.	10884	HARI RAM	S M	FGS	36731.00

221.	10886	MANMOHAN SINGH	S M	FGS	40991.00
222.	11338	JATINDER SINGH	S M	FGS	25473.00
223.	11685	DILPREET SINGH	S M	FZR	8613.00
224.	10898	HARMIT SINGH	S M	GDR	41292.00
225.	11106	JARNAIL SINGH	S M	GDR	40664.00
226.	11358	NITIN SHARMA	S M	JAL	22954.00
227.	11423	JAGJIT SINGH	S M	GDR	21874.00
228.	10861	SURINDER SINGH	S M	JAL	44760.00
229.	11280	RAJBIR SINGH	S M	KPT	27357.00
230.	11250	PARVEEN KUMAR	S M	LDH	31072.00
231.	10873	NAGINA PRASHAD	S M	LDH	43007.00
232.	11332	RUPINDER SINGH	S M	MAN	26210.00
233.	10910	MAKHAN SINGH	S M	MAN	40085.00
234.	11191	JAGTAR SINGH	S M	MOG	32716.00
235.	10883	GOPAL	S M	MOG	41161.00
236.	10452	KULDIP SINGH	S M	MOG	36832.00
237.	11190	GURJIT SINGH	S M	MOG	30937.00
238.	10866	NAIB SINGH	S M	PTL	42270.00
239.	10900	GURMAIL SINGH	S M	RPR	37140.00
240.	11114	SANVEG SINGH	S M	SGR	27709.00
241.	11520	RANDEEP SINGH	J S K	ASR	9864.00
242.	11620	MOHINDER PAL SINGH	J S K	ASR	9864.00
243.	10907	SUKHDEV SINGH	J S K	BHT	42532.00
244.	11661	SWARNDEEP SINGH	J S K	BHT	9864.00
245.	11665	RAJPREET SINGH	J S K	BHT	9864.00

246.	11686	HARPREET SINGH DHANOA	J S K	BHT	9864.00
247.	11049	PARVEEN KUMAR BHOLLA	J S K	CHD	41778.00
248.	11420	HARPREET SINGH	J S K	CHD	24726.00
249.	11683	BALVEER SINGH	J S K	FZR	9864.00
250.	11510	HARSIMRAN SINGH	J S K	GDR	9864.00
251.	11617	BALJINDER SINGH	J S K	GDR	9864.00
252.	11688	SUKHWINDER KAUR	J S K	HSP	9864.00
253.	11083	NIRBHAI SINGH	J S K	JAL	36619.00
254.	11691	RAJPREET SINGH	J S K	KPT	9864.00
255.	11663	JASPAL SINGH	J S K	MAN	9864.00
256.	11687	HARSIMRANJIT SINGH BRAR	J S K	MUK	9864.00
257.	11448	MANJEET SINGH	J S K	NWS	21692.00
258.	11519	TARUN	J S K	PTL	9864.00
259.	11623	JAGDEEP KAUR	J S K	RPR	9864.00
260.	11086	JAGJIT SINGH	J S K	TTA	35131.00
261.	11601	SARABJEET SINGH	J S S	PTL	11345.00
262.	11599	VIKAS SINGLA	J S S	SGR	11345.00
263.	11649	PARDEEP SINGH	C C O	ASR	10815.00
264.	11581	SUPREET KAUR	C C O	BHT	10815.00
265.	11587	GAUTAM CHOPRA	C C O	BHT	10815.00
266.	11624	SANDEEP KAUR	C C O	BNL	10815.00
267.	11578	VISHAL KUMAR	C C O	CHD	19090.00
268.	11157	IQBAL SINGH	C C O	CHD	37071.00
269.	11563	JASBIR	C C O	CHD	19090.00

270.	11562	LAKHWINDER SINGH	C C O	CHD	19090.00
271.	11569	HARMINDER SINGH	C C O	CHD	19090.00
272.	11650	SUMIT KUMAR	C C O	FDK	10815.00
273.	11610	GAURAV SOOD	C C O	FGS	10815.00
274.	11682	DIMPLE	C C O	FGS	10815.00
275.	11585	SUKHWINDER SINGH	C C O	GDR	10815.00
276.	11684	VAIBHAV SHARMA	C C O	GDR	10815.00
277.	11625	SIMRANJIT SINGH	C C O	JAL	10815.00
278.	11574	KRISHAN KUMAR	C C O	MAN	10815.00
279.	11626	PARMINDER SINGH	C C O	NWS	10815.00
280.	11570	JATINDER SINGH	C C O	PTL	10815.00
281.	11151	BALBIR KAUR	C C O	SGR	41619.00
282.	11586	KAMALJEET SINGH	C C O	SGR	10815.00
283.	11588	AMRITPAL SINGH	C C O	SGR	10815.00
284.	11589	HARSHDEEP DHIR	C C O	SGR	10815.00
285.	11598	MOHINDER PARTAP SINGH	C C O	SGR	20172.00
286.	11681	NITIN JINDAL	C C O	SGR	10815.00
287.	11449	AMNINDER SINGH	F C	CHD	41597.00
288.	11359	HARPREET SINGH	F C	FZR	42282.00
289.	11426	ANGREJ SINGH	F C	FZR	41048.00
290.	11439	SAT PAL SINGH	F C	FZR	41460.00
291.	11279	SUMAN KUMAR	F C	GDR	42282.00
292.	11396	SATNAM SINGH	F C	LDH	42874.00
293.	10854	AMRIK SINGH	F C	MAN	34848.00
294.	10543	JASWANT SINGH	F C	MUK	45490.00

295.	11317	YASHPAL SINGH BRAR	F C	RPR	49841.00
296.	11386	PAWANDEEP SINGH	F C	RPR	41048.00
297.	11438	SUKHJIWAN SINGH	F C	TTA	41048.00
298.	10879	GURCHARAN SINGH	P WINDER	ASR	42872.00
299.	10943	JASPAL SINGH	P WINDER	LDH	32771.00
300.	10946	SRI KANT	P WINDER	MUK	41514.00
301.	10947	RAGHBIR YADAV	P WINDER	SGR	41101.00
302.	10944	BHAGWAN DASS	P WINDER	SGR	41101.00
303.	10988	AYAPPAN NAIR	PEON	CHD	41874.00
304.	11161	SHASHI BALA	PEON	CHD	39070.00
305.	10989	MAHAVIR SINGH	PEON	CHD	41874.00
306.	10903	HARMIT SINGH	PEON	CHD	41874.00
307.	10994	KRISHAN BAHADUR	PEON	CHD	41794.00
308.	11027	BALBIR SINGH	PEON	CHD	38299.00
309.	11052	RAM BAHADUR	PEON	CHD	41026.00
310.	11125	SURESH CHAND	PEON	CHD	39860.00
311.	11237	KALPESHWARI DEVI	PEON	CHD	35365.00
312.	11341	SHAM DULARI	PEON	CHD	24746.00
313.	11354	BHUPINDER KAUR	PEON	CHD	23272.00
314.	11518	SUMITRA DASS	PEON	CHD	12992.00
315.	11183	BALI RAM YADAV	PEON	CHD	36237.00
316.	11210	MAHADEV GUPTA	PEON	CHD	36237.00
317.	11462	BALBIR KAUR	PEON	CHD	20528.00
318.	10608	HANS RAJ	PEON	HSP	42041.00
319.	11140	GURBAX KAUR	PEON	JAL	38851.00

320.	11446	LATA DEVI	PEON	LDH	22630.00
321.	11356	KARAMJIT KAUR	PEON	MAN	22438.00
322.	11464	HARBHAJAN KAUR	PEON	NWS	19074.00
323.	10855	DALJIT SINGH	PEON	PTL	41694.00
324.	11283	BHUPINDER KAUR	PEON	RPR	27094.00
325.	11291	SURINDER KAUR	PEON	RPR	20691.00
326.	11339	AVTAR SINGH	PEON	RPR	24863.00
327.	11453	LAKHWINDER SINGH	PEON	TTA	21051.00
328.	10896	GURMIT SINGH	HELPER	CHD	41574.00
329.	10905	RAMJIT SINGH	HELPER	CHD	41769.00
330.	10913	RAMESH KUMAR	HELPER	PTL	40503.00
331.	10926	LABH SINGH	HELPER	PTL	40503.00
332.	10925	GURDEV SINGH	HELPER	PTL	41101.00
333.	10893	DILBAG SINGH	HELPER	PTL	38940.00
334.	11164	HARDEEP KAUR	HELPER	RPR	36348.00
335.	10909	SUSHIL KUMAR	HELPER	SGR	40547.00
336.	10914	SYLVESTER SURIN	HELPER	SGR	36496.00
337.	10912	RAM KIRAT	HELPER	TTA	40085.00
338.	11073	DEWAN SINGH	DAFTRI	CHD	43763.00
339.	10535	RAJ KUMAR	DAFTRI	CHD	33257.00
340.	10735	PARKASH CHAND	DAFTRI	CHD	48061.00
341.	10615	RAVI SHANKER	DAFTRI	PTL	43342.00
342.	11457	AMARJIT KAUR	DAFTRI	FDK	20418.00
343.	10778	PIARA SINGH	SUPERVISOR	CHD	62104.00
344.	11211	SWARAN SINGH	DRIVER	CHD	47400.00

345.	11268	BIJENDER SINGH	DRIVER	CHD	49825.00
346.	10820	DALJIT SINGH	DRIVER	FZR	52843.00
347.	10800	INDER MOHAN SINGH KHALSA	DRIVER	HSP	57270.00
348.	10841	MANJINDER SINGH	DRIVER	LDH	56468.00
349.	10534	SURINDER PAUL SINGH	DRIVER	SGR	54601.00
350.	11016	DHIRAJ SINGH	W M	ASR	40085.00
351.	11219	ROSHAN SINGH	W M	CHD	31315.00
352.	11017	MADAN RAM	W M	CHD	40816.00
353.	11032	BALJINDER SINGH	W M	CHD	41874.00
354.	11071	DARMIAN SINGH	W M	CHD	42932.00
355.	11213	SUKHDEV SINGH	W M	CHD	36861.00
356.	11242	NANHE LAL	W M	CHD	30444.00
357.	11243	THULA RAM MAHATO	W M	CHD	31873.00
358.	11367	MANJEET KUMAR	W M	CHD	23325.00
359.	11422	JASPREET SINGH	W M	CHD	24013.00
360.	11452	SUKHWINDER SINGH	W M	CHD	21754.00
361.	11689	PEER DIYA	W M	CHD	12992.00
362.	11217	SHAM LAL	W M	CHD	31315.00
363.	11239	KULWINDER KAUR	W M	FDK	34350.00
364.	11182	OM PRAKASH	W M	FGS	33756.00
365.	11179	HARI RAM	W M	FZR	35771.00
366.	11046	SUBASH CHAND	W M	HSP	39876.00
367.	10733	BIKAR SINGH	W M	HSP	41176.00
368.	10610	HARISH CHANDER	W M	JAL	40638.00

369.	11253	VIJAY KUMAR	W M	JAL	31255.00
370.	10831	PARAMJIT SINGH	W M	KPT	40547.00
371.	11171	SUKH BAHADUR SINGH	W M	LDH	32871.00
372.	11652	ANGREJ SINGH	W M	LDH	19271.00
373.	11025	OM PARKASH	W M	MAN	40547.00
374.	10723	MANI SINGH	W M	RPR	41101.00
375.	11451	PARVEEN KUMAR	W M	SGR	21257.00
376.	11516	GURPREET SINGH	W M	SGR	18723.00
377.	10953	RAM PARSHAD	WEAVER	ASR	45902.00
378.	10960	GURKIRPAL SINGH	WEAVER	FGS	45902.00
379.	10949	SUKHDEV PAL	WEAVER	TTA	42173.00
380.	10937	SATYA KUMAR	CUTTER	SGR	38525.00
381.	10992	LALLA RAM	MALI	CHD	41874.00
382.	11241	RAM BAHADUR	MALI	CHD	31315.00
383.	90006	LAXMI DEVI	SWEEPER	BHT	1028.00
384.	11366	MUKHTIAR KAUR	SWEEPER	CHD	23325.00
385.	11037	RAJ KUMAR SHARMA	S K	ASR	46834.00
386.	10996	RAM PAL	S K	CHD	46894.00
387.	11044	RAVINDER KUMAR	S K	LDH	45677.00

**11TH MANUAL: BUDGET ALLOCATED TO EACH AGENCY INCLUDING ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE ETC.**

11.1 Total Budget for the Public Authority:

NA

11.2 Budget for each agency and plan & programmes:

NA

11.3 Proposed expenditures:

NA

11.4 Revised budget for each agency, if any:

NA

11.5 Report on disbursements made and place where the related reports are available:

NA

12TH MANUAL: MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

- 12.1 Name of the programme or activity :** Sale of wheat/paddy seed
- 12.2 Objective of the program :** subsidy on wheat/paddy seed
- 12.3 Procedure to avail benefits :** From our DM offices in the state
- 12.4 Duration of the programme/scheme :** 2014-15
- 12.5 Physical and financial targets of the program:** No targets
- 12.6 Nature/scale of subsidy/amount allotted:** Agriculture/ Rs. 700 per qtl.
- 12.7 Eligibility criteria for grant of subsidy:** No eligibility criteria is available.

S.no	Name of the programme or activity	Objective of the program	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
As stated above							

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.):

NIL

**13TH MANUAL: PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATION GRANTED BY THE PUBLIC AUTHORITY**

13.1 Concessions, permits or authorizations granted by Public Authority

13.2 For each concession, permit or authorization granted

13.3 Eligibility criteria

13.4 Procedure for getting the concession/grant and/or permits or authorizations

13.5 Name and address of the recipients given concessions/ permits or authorizations

13.6 Date of award of concessions/ permits or authorizations

S.no	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions / permits or authorizations	Date of award of concessions / permits or authorizations	For each concession , permit or authorization granted
NIL						

14TH MANUAL: INFORMATION AVAILABLE IN ELECTRONIC FORM***14.1 Details of information available in electronic form:***

All the relevant information from the public point of view has been reduced to electronic form and is available at the website of Punjab Agro Foodgrains Corporation viz www.punjabagro.org.in

14.2 Name/title of the document/record/other information:

All matters pertaining to the Corporation is available on the Corporation Website.

14.3 Location where available:

Punjab Agro Foodgrains Corporation Limited, Plot No.2-A, Sector 28-A, Chandigarh and Corporation Website www.punjabagro.org.in

**15TH MANUAL: PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

15.1 Name & location of the facility:

There is a website of Punjab Agro Foodgrains Corporation, www.punjabagro.org.in from where important information may be collected. The citizens may also collect various information pertaining to Punjab Agro Foodgrains Corporation, by writing letter to the officials of PAFC, from the PIO and by visiting the office.

15.2 Details of information made available:

All matters related to the Corporation.

15.3 Working hours of the facility:

09.00 AM to 17.00 PM on all working days (except Saturday Sunday and Holiday)

15.4 Contact Person & contact details (phone, fax, email):

Approach to PIO and APIO as per information provided in Manual 16.

16TH MANUAL: 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

S. no	Name	Designation	Address	Tel (Office)	Mobil e	Fax	Email
1)	Sh. Bhushan Goyal	Appellate Authority	PAFC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2658082	9872821994	0172-2657398	goyalbhushan@yahoo.com
2)	Smt. Sukhwinder Kaur,	Deputy General Manager (G) Appointed as Public Information Officer(P.I.O)	PAFC, 2A, Sec-28A, Madhya Marg, Chandigarh	0172-2651522	8146698068	0172-2638276	sukhwinder-Paicoor@yahoo.co.in
3)	Smt. Bhupinder Kaur	Assistant Public Information Officer(A.P.I.O)	PAFC, 2A, Sec-28A, Madhya Marg, Chandigarh				

17TH MANUAL: ANY OTHER USEFUL INFORMATION**17.1 Citizen's charter of the public authority:**

Citizen's Charter is document which represents a systematic effort to focus on the commitment of the organisation towards its Citizens in respects of Standard of Services, Information, Choice and Consolation, Non- Discrimination and Accessibility, Grievance Redress, Courtesy and Value for Money, This also includes expectations of the Organisation from the citizen for fulfilling the commitment of the Organisation. However Citizen Charter is not legally enforceable and therefore, is not Justiciable.

17.2 Grievance redressal mechanisms:

Whenever a complaint of employee/ outsider is received, it is processed on merit basis.

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2013	145	145	NIL
2014	159	159	NIL
2015(upto 30.6.15)	104	100	4

17.4 List of completed schemes / projects / programmes:

NIL

17.5 List of schemes/projects/programmes underway:

NIL

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

NIL

17.7 Any other Information: Nil

NIL

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,****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 _____

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 Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application	
				Amt .	Recpt no.	Date	Information	Application

								Sup plie d	Par tial ly Sup plie d	Rej ect ed	Return ed to Applica nt

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

-----NA---

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

NA

