

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005**

English Version

16-06-2020

**Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, S.A.S.
Nagar (Mohali)**

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, Department of Horticulture, Punjab has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority's organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

Index

S.no	Details of Information	Page no
1	1st Manual: Particulars of the Public Authority	5
1.1	Name and address of the organization	5
1.2	Head of the organization	5
1.3	Key Objectives	5
1.4	Functions and duties	6
1.5	Organization chart	6
2	2nd Manual: Powers & duties of officers & employees	6
2.1	Powers and duties of officers (administrative, financial & judicial)	7
2.2	Powers and duties of other employees	8
2.3	Rules/orders under which powers and duties are derived	8
3	3rd Manual: Procedure followed in decision making	9
3.1	Process of decision making	9
3.2	Final decision making authority	9
3.3	Related provisions, acts, rules etc	9
3.4	Time limit for taking a decision, if any	9
3.5	Channels of supervision and accountability	9
4	4th Manual: Norms for discharge of functions	10
4.1	Nature of functions/services offered	10
4.2	Norms/standards for functions / service delivery	10
4.3	Time-limits for achieving the targets	10
4.4	Reference document prescribing the norms	10
5	5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions	10
5.1	Title and nature of the record / manual / instruction Gist of contents	10
6	6th Manual: Categories of documents held by the Authority or which are under its control	10
6.1	Title of the document	10
6.2	Category of document	10
6.3	Custodian of the document	10
7	7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	11
7.1	Relevant rule, circular etc	11
7.2	Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	11
8	8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public	11
8.1	Name of the Board, Council, committee etc	11
8.2	Composition Powers & functions	11
8.3	Whether their meetings are open to the public?	11
8.4	Whether the minutes of the meeting are open to the public	11
8.5	Place where the minutes if	11
8.6	Open to the public are available?	11
9	9th Manual: Directory of Officers and employees	11
9.1	Name and designation	12
9.2	Telephone, fax and email ID	12
10	10th Manual: Monthly Remuneration received by officers & employees including system of compensation	13
10.1	Name and designation of the employee	13
10.2	Monthly remuneration	13
10.3	System of compensation as provided by in its regulations	13
11	11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.	14
11.1	Total Budget for the Public Authority	14
11.2	Budget for each agency and plan & programmes	14
11.3	Proposed expenditures	14
11.4	Revised budget for each agency, if any	14
11.5	Report on disbursements made and place where the related reports are available	14
12	12th Manual: Manner of execution of subsidy programmes	15
12.1	Name of the programme or activity	15
12.2	Objective of the program	15
12.3	Procedure to avail benefits	15

12.4	<i>Duration of the programme/scheme</i>	17
12.5	<i>Physical and financial targets of the program</i>	18
12.6	<i>Nature/scale of subsidy/amount allotted</i>	18
12.7	<i>Eligibility criteria for grant of subsidy</i>	18
12.8	<i>Details of beneficiaries of subsidy program (Number, Profile etc.)</i>	18
13	13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority	19
13.1	<i>Concessions, permits or authorizations granted by Public Authority</i>	19
13.2	<i>For each concessions, permit or authorization granted</i>	19
13.3	<i>Eligibility criteria</i>	19
13.4	<i>Procedure for getting the concession/grant and/or permits or authorizations</i>	19
13.5	<i>Name and address of the recipients given concessions/ permits or authorizations</i>	19
13.6	<i>Date of award of concessions/ permits or authorizations</i>	19
14	14th Manual: Information available in electronic form	22
14.1	<i>Details of information available in electronic form</i>	22
14.2	<i>Name/title of the document/record/other information</i>	22
14.3	<i>Location where available</i>	22
15	15th Manual: Particulars of facilities available to citizens for obtaining information	
15.1	<i>Name & location of the facility</i>	22
15.2	<i>Details of information made available</i>	22
15.3	<i>Working hours of the facility</i>	22
15.4	<i>Contact Person & contact details (phone, fax, email)</i>	22
16	16th Manual: Names, designations and other particulars of public information officers	22
16.1	<i>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</i>	22
17	17th Manual: Any other useful information	23
17.1	<i>Citizen's charter of the public authority</i>	23
17.2	<i>Grievance redressal mechanisms</i>	23
17.3	<i>Details of applications received under RTI and information provided</i>	23
17.4	<i>List of completed schemes / projects / programmes</i>	23
17.5	<i>List of schemes/projects/programmes underway</i>	23
17.6	<i>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract</i>	23
17.7	<i>Any other Information</i>	23
18	Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons	26
19	Important policies or decisions which affect public	26

1st Manual: Particulars of the Public Authority

1.1 **Name and address of the organization:-** Department of Horticulture, Kheti Bhawan, Phase VI, Sector 56, S.A.S. Nagar (Mohali)

Head of the organization: Director of Horticulture, Punjab.

1.2 **Key Objectives:-** The main objective of this department is to bring an improvement in quality and productivity of horticultural crops by implementing the new techniques.

1.3 **Functions and duties:**

Horticulture sector, which includes, fruits, vegetables, root and tuber crops, mushroom, floriculture etc. has proved to be the diversification for land use. The sector has established its credibility for improving productivity of land generating more employment than agriculture, improving economic condition of the farmers and entrepreneurs, enhancing export and above all providing nutritional security to the people.

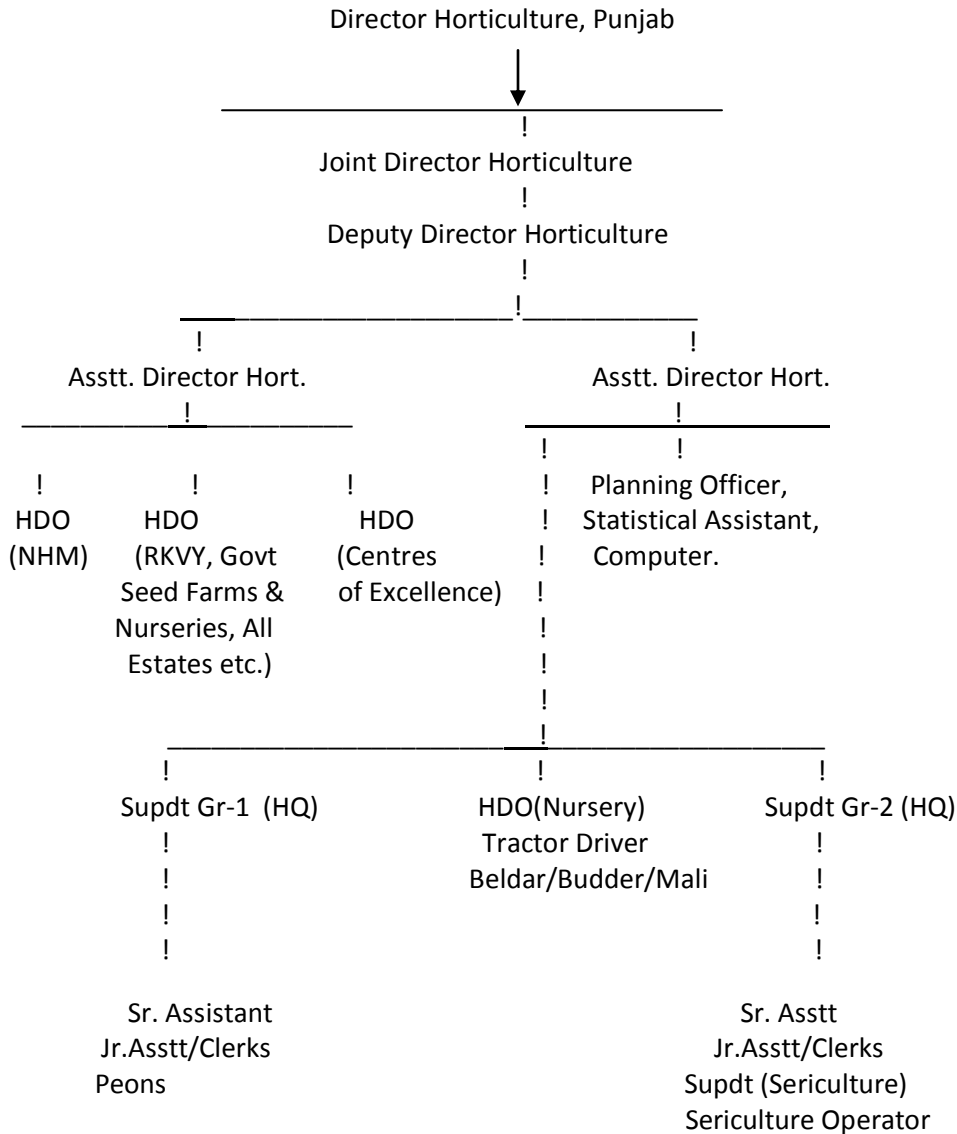
The department of Horticulture was a wing in the Department of Agriculture Punjab, It was separated from the Department of Agriculture in the year 1979. At that time an area under fruits was only 20,000 hectare. After the separation, it is working independently by implementing the beneficiaries schemes, the area under horticultural crops increasing day by day. By adopting the diversification in agriculture policy this department is encouraging the farmers to put more area under horticultural crops than crops increasing day by day. By adopting the diversification in agriculture policy this department is encouraging the farmers to put more area under horticultural crops than cereal crops.

2.3 The duty of the Department is to bring an additional area under the horticultural crops.

2.4 The main objective of this department is to bring an improvement in quality and productivity of horticultural crops by implementing the new techniques.

2.5 The Department is purely extension oriented & Working on “ No Profit no loss” basis for the benefit of fruit , vegetable & flower growers in the State

1.4 Organization chart:



PA (with Director Horticulture)

Jr.Scale Steno (with Joint Director Hort)

Stenotypist (with Assistant Director Hort)

Drivers (with DH/JDH/DDH/ADH)

2nd Manual: Powers & duties of officers & employees

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

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1	2	3	4
1)	Director	The Department of Horticulture is headed by the Director of Horticulture, Punjab. He is the overall in-charge of the technical as well as administrative functions of the department. Being the Head of Department, his norms of work/duties are of multifarious nature, which include interaction with the State and Central Governments and various other national and international Departments and Organizations as well as Universities of Horticulture. He leads the department in the planning and execution of all the development schemes and programmes for the horticulture development in the State. He is required to undertake field visits/tours and organize and attend, training camps, TV talks etc. to educate the farmers as well as the departmental field workers about the various	As in Col No.3

		practical techniques and methods of fruits, vegetables, sericulture and also landscaping and floriculture. Besides above, he also exercises the appointing and punishing as well as other statutory powers vested under the rules and instructions of the Government.	
2)	Joint Director	The Joint Director of Horticulture, Punjab is the second senior-most officer in the department after the Director of Horticulture, Punjab. His norms of work/duties include providing of technical as well as administrative support to the Director, in the discharge of his official functions. He is also required to exercise financial powers re-delegated to him under the various rules, instruction and orders. He also looks after the development and management of Seed Production programmes at the Government Vegetable and Potato Seed Farms. He is required to attend the various meetings at the State as well as Centre level in connection with the activities of the Department and represents the Department in the absence of the Director. He is also required to undertake field visits/tours and organize and attend training camps, TV talks etc. to educate the farmers as well as the departmental field workers about the various practical techniques and methods of fruits, vegetables, Sericulture and also landscaping and floriculture	As in Col No.3
3)	Deputy/ Assistant Director of Horticulture	The Deputy Director of Horticulture is next to the Joint director of Horticulture, in the hierarchy of organizational set up of the department. They are the supervisory officers at the field level and head the departmental offices at the district level.	As in Col No.3
4)	Horticulture Development Officer	The Horticulture Development Officer is the pivotal extension functionary of the Department at the grass root level in the field, who is responsible for transfer of latest technologies from Lab to Land for implementation of all the Horticulture Development schemes, establishing personal rapport with the farmers by exercising supervisory control over his supporting staff like Horticulture Sub-Inspectors, Tractor Drivers, Head Mali, Jamadar, Beldars and Malis etc. Being technical advisor, he disseminates the latest know-how to the farmers. He also discharges the duties as Nursery/Farm Incharge in the various Nurseries and Farms of the Department and is responsible to supervise and manage the production of quality and disease free plant material and vegetable seeds at the Govt Nurseries/ farms.	As in Col No.3
5)	Horticulture Sub-Inspector	The Horticulture Sub-Inspector is required to assist the Horticulture Development Officer in the supervision of nursery production, vegetable seed production work in the various Nurseries/Farms through the Tractor Drivers, Head Mali, Jamadar, Beldars and Malis etc in these units. He is also required to assist the HDO in extension and advisory service.	As in Col No.3

6)	Head Mali	The Head Mali supervises the work of Malis, Beldars and Budders working under him.	As in Col No.3
7)	Jamadar	The Jamadar is required to supervise the work of Class IV employees like Malis, Beldars and Budders etc working under him.	As in Col No.3
8)	Lab Attendant	The duty of Lab Attendant is to assist the incharge Horticulture Development Officer for imparting training to the aspirants in fruit preservation and community Canning Centres. One Lab Attendant can prepare 4000 bottles of fruit products per year.	As in Col No.3
9)	Technician Grade-II (Mechanic/Assistant Mechanic)	Their norms of work include the mechanical repairs/ maintenance of various horticultural tools and equipment in the Government farms and nurseries.	As in Col No.3
10)	Junior Technician (Head Mistri / Mistri/Engine Driver)	Their norms of work include the repairs/ maintenance of Diesel Engines/pump- sets at various Government Farms and Nurseries of the Department.	As in Col No.3
11)	Junior Technician (Carpenter/Mason)	Their norms of work include the repairs/ Maintenance of various horticulture equipment, pump houses/drainage systems and allied work in the various Government Gardens and Nurseries of the Department.	As in Col No.3

2.2 Powers and duties of other employees:

S.no	Designation	Powers	Duties
1	2	3	4
1)	Superintendent Grade-I (HQ)	The Superintendent Grade-I is a supervisory ministerial post of the department at the Headquarter Office. The Work/duties of this post at the head office includes the supervision of the ministerial work of the staff at the Head quarter. He also provides guidance in the proper presentation of the various important and policy matters, etc; which are put-up to the higher authorities for consideration	As in Col No.3
2)	Superintendent Grade-II(HQ)	The post of Superintendent Grade-II is supervisory ministerial post. There is one incumbent at Head Quarter Office and three in the Sub Offices. The work/duties of this post include the Supervision of the ministerial work of the staff under their control. He also provides guidance in the proper presentation of the various important and policy matters, which are put-up to the higher authorities for consideration. The Supdt Gr-2 in the Subordinate Offices cadre of the Department exercise supervisory duties over the ministerial staff under their control in the subordinate offices.	As in Col No.3
3)	Personal Assistant	To work as personal Assistant to the Head of Department.	As in Col No.3
4)	Planning Officer	To frame the development Schemes and handle the planning Work of the department in respect of various plan and non-plan schemes. He is also required to coordinate planning Work with the Government as well as the various subordinate offices of the Government and submit periodical	As in Col No.3

		report and also monitor the progress of physical and financial targets envisaged in various schemes and programmes of the Government	
5)	Statistical Assistant	The work for the post of Statistical Assistant include the compilation of statistical data collected through the Computer	As in Col No.3
6)	Computer	The work of the post of Computer includes the collection of the various statistical data from the field and presenting them to the Statistical Assistants for compilation and further processing and evaluation.	As in Col No.3
7)	Senior Assistant	The post of Senior Assistant is a ministerial post. He is required to deal with a minimum of 10 receipts, besides attending to other ministerial work.	As in Col No.3
8)	Clerk/Junior Assistant	The posts of Clerk/Junior Assistant are also common category ministerial post in all the departments of the Government. He is required to put up a minimum of 15 receipts per day, besides attending other ministerial work	As in Col No.3
9)	Junior Scale Stenographer	This post is sanctioned for stenography assistance with the post of Joint Director of Horticulture	As in Col No.3
10)	Steno-typist	The post of steno-typist is sanctioned for stenography assistance with various Group A and B Officers of the department for carrying out their administrative functions effectively	As in Col No.3

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

- a) Punjab Horticulture Services (Group-A) Rules, 2015 (being notified shortly)
- b) Punjab Agriculture Services (Class-2) Rules, 1974
- c) Punjab Subordinate Agriculture (Class-3) Rules, 1933
- d) Punjab State Class IV Services Rules, 1963
- e) Punjab Fruit Nurseries Act, 1961 and Rules, 2000

3rd Manual: Procedure followed in decision making

3.1 **Process of decision making:** The files are initially dealt by Senior Assistant/dealing hand and then further the same are processed at various levels in the hierarchy. Similarly in case of technical matters the files are dealt with by the concerned Horticulture Development Officer.

Final decision making authority: Director Horticulture, Punjab.

3.2 **Related provisions, acts, rules etc:**

- a) Punjab Horticulture Services (Group-A) Rules, 2015
- b) Punjab Agriculture Services (Class-2) Rules, 1974
- c) Punjab Subordinate Agriculture Service Rules, 1933
- d) Punjab State Class IV Services Rules, 1963
- e) Punjab Fruit Nurseries Act, 1961 and Rules, 2000

3.3 **Time limit for taking a decision, if any:** N.A.

3.4 **Channels of supervision and accountability:** The work of the subordinate staff is being supervised by the senior officers of the department

4th Manual: Norms for discharge of functions

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

S.no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
1)	Functions/services related to Development of Horticulture	Functions/services related to Development of Horticulture	N.A.	As mentioned against point No. 2.3 above

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)	Punjab Horticulture Services (Group-A) Rules, 2015	Rules	Service rules in respect of Group-A Service of the Department
2)	Punjab Agriculture Services (Class-2) Rules, 1974	Rules	Service rules in respect of Group-B Service of the Department
3)	Punjab Subordinate Agriculture (Class-3) Rules, 1933	Rules	Service rules in respect of Group-C Service of the Department
	Punjab State Class IV Services Rules, 1963	Rules	Service rules in respect of Group-D Service of the Department
	Punjab Fruit Nurseries Act, 1961 and Rules, 2000	Act and Rules	Provisions regarding private Nurseries in the State

6th Manual: Categories of documents held by the Authority or which are under its control

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books and Personnel files 2 Loan files	Approach Public Information Officer	Concerned Senior Assistant
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/ Dispatch Registers	-Do-	Concerned Senior Assistant and Dispatcher
1. Cash Book 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Subsidiary Ledgers 5. Balance Sheet 6. Salary Register 7. Provident Fund Register 8. Annual Returns	-Do-	Cashier and concerned Senior Assistant
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	-Do-	Concerned Senior Assistant & Superintendent

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: N.A.

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

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc

S.no	Name of the Board/Council/committee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1)	N.A.	-	-	-	-

8.2 Composition Powers & functions: N.A.

8.3 Whether their meetings are open to the public? N.A.

8.4 Whether the minutes of the meeting are open to the public: N.A.

8.5 Place where the minutes if: N.A.

8.6 Open to the public is available? N.A.

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

2.11 Addresses of the main office and other offices of the Department Of Horticulture.

Directory of Officers

Sr. No.	Name, Designation and Office	DDO e-mail address	STD Code	Telephone No.
1	Sh. Gulab Singh Gill, Joint Director of Horticulture, Kheti Bhawan, 3 rd Floor, Phase VI, Sector-56, S.A.S. Nagar (Mohali)	dhpunjab@gmail.com	0172	2970621
2	Sh. Darshan Pal , Deputy Director of Horticulture Kheti Bhawan, Dabwali Road, Bathinda	ddh.bathinda51@yahoo.in	0164	2211160
3	Sh. Naresh Kumar, Deputy Director of Horticulture Government Garden and Nursery, Jalandhar Cantt.	ddhjalandhar@yahoo.co.in	0181	2220693
4	Sh. Harbhajan Singh, (Additional Charge)Deputy Director of Horticulture, Tarantaran Room No. 322, Distt. Administrative Complex, Srhali Road, Tarantaran	ddhtt_1852@yahoo.co.in	01852	225779
5	Sh. Narinder Singh, Deputy Director of Horticulture Near Rest House, Kapurthala	horticulture_KPT@yahoo.in	01822	236212
6	Sh. Karnail Singh, Deputy Director of Horticulture Behind PRTC workshop, Sangrur	ddhsangrur13@yahoo.com	0167	2231528

7	Sh. Gurinder Singh Dhanjal, Assistant Director of Horticulture Additional Charge of Deputy Director of Horticulture Partap Singh Kairon, Kheti Bhawan, Block-B, Room No. 13, Ranjit Avenue, Amritsar	ddh_amritsar@yahoo.com	0183	2502476
8	Sh. Malkeet Singh, Assistant Director of Horticulture Jehlam Chenab Complex, Distt. Administrative Complex, Room No. 212-13-14, Block-C, 2 nd Floor, Ferozepur Road, Moga	adhmoaga80@gmail.com	1636	236855
9	Sh. Dinesh Kumar, Deputy Director of Horticulture Horticulture Complex, Near Verka Milk Plant, Ferozepur Road, Ludhiana	ddh_ludhiana@yahoo.com	0161	2550490
10	Sh. Swaran Singh, Deputy Director of Horticulture, Baradari Garden, Patiala.	dd_horticulture@yahoo.co.in	0175	2308910
11	Sh. Jagdev Singh, Deputy Director of Horticulture, Govt. Garden & Nursery, Faridkot.	ddhforidjit@gmail.com	01639	253883
12	vacant Sh. , Deputy Director of Horticulture, Gurdaspur	ddh_gsp12@yahoo.in	01874	220292
13	Sh.Naresh Kumar, (Additional Charge Deputy Director of Horticulture, Govt. Garden & Nursery, Chauni Kalan, Hoshiarpur)	ddhorticulture_hsp@yahoo.co.in	01882	236675
14	Sh. Mukhtiar Singh, Deputy Director of Horticulture, Room No.446-447, 3 rd Floor, District Administrative Complex, Sector 76, SAS Nagar.	ddhmohali@yahoo.in	0172	2270111
15	Sh. Lal Bahadar, Assistant Director of Horticulture, Jail Parishad Complex, Giani Zail Singh Nagar, Rupnagar.	adhropar@gmail.com	01881	221577
16	Sh. Jagdish Singh, Assistant Director of Horticulture, H.No.643, Ward No.6, Raman Cinema Road, Mansa.	adhmansa@gmail.com	01652	278571
17	Sh. Jaspal Singh Bhatti, Deputy Director of Horticulture, New Dana Mandi, Near Market Committee, Abohar.	ddhabohar@yahoo.com	01634	221250
18	Sh. Narinder Pal, Assistant Director of Horticulture, Vikas Bhawan, New Dana Mandi, Shri Mukatsar Sahib	muktsaradh@yahoo.com	01633	261361
19	Sh. Narinderbir Singh Mann, Assistant Director of Horticulture, Aam Khas Bagh, Sirhind, Fatehgarh Sahib	fgsdhms@hotmail.com	01763	221720
20	Sh. Ranjit Singh, Deputy Director of Horticulture, Moga Road, Malwal, Ferozepur	ddhferozepur@gmail.com		
21	Sh. Kulwant Singh, Deputy Director of Horticulture, Room No.347, 2 nd Floor, District Administrative Complex, Pathankot.	ddhptk@yahoo.com		
22	Sh. Tejinder Singh Bajwa, Assistant Director of Horticulture, Hardeep Complex, 1 st Floor, Garshankar Road, Shaheed Bhagat Singh Nagar.	adhsbsnagar@gmail.com	01823	225244
23	Sh. Kulwant Singh, Deputy Director of Horticulture (Additional Charge Sericulture Farm, Mukerian, Hoshiarpur).	officersericulture@yahoo.com	01883	244094

24	Sh. Kulwant Singh, Deputy Director of Horticulture (Additional Charge Division Sericulture Officer, Sujapur, Distt. Gurdaspur)	dsosujanpur@yahoo.co.in dsosujanpur.pkt@gmail.com	0186	2243713
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10th Manual: Monthly Remuneration received by officers & employees including system of compensation

- 10.1 Name and designation of the employee
10.2 Monthly remuneration
10.3 System of compensation as provided by in its regulations

Head Office, Chandigarh.. Monthly remuneration

Sr. No	Name	Designation	Monthly remuneration (Basic Pay+Grade Pay)	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulations
1	Shalinder Kaur	Director	157600	-----	As per service rules and Govt instructions in case of all employees.
2	Gulab Singh	Joint Director	67000+8700+3785=79485	500	
3	Karun Sagar	Assistant Director	65300+8600+3695=77595	500	
4	Harmail Singh	Assistant Director	60840+8600+3472=72912	500	
5	Balwinderjit Kaur	H.D.O	46360+8600+2748=57708	500	
6	Ravipal Singh	H.D.O	20200+6600+1340=28140	500	
7	Kamalpreet kaur	H.D.O	20200+6600+1340=28140	500	
8	Ranjodh Singh	Senior Assistant	19690+4400+1205=25295	300	
9	Veerpal Kaur	Senior Assistant	18380+4400+1139=23919	300	
10	Anu Bhambri	Senior Assistant	15920+4400+1016=21336	300	
11	Harjit Singh	Senior Assistant	19810+4400+1211=25421	300	
12	Harpreet Kaur	Senior Assistant	18380+4400+1139=23919	300	
13	Iqbal Singh	Senior Assistant	19070+4400+1174=24644	300	
14	Amrinder Singh	Senior Assistant	13020+4400+871=18291	300	
15	Jagtar Singh	Senior Assistant	13020+4400+871=18291	300	
16	Sunil Kumar	Junior Assistant	12950+3600+828=17378	250	
17	Sumit Kapoor	Clerk	10710+3200+696=14606	250	
18	Sumeet Sharma	Clerk	10300+3200+675=14175	250	
19	Chirag Rani	Clerk	10710+3200+696=14606	250	
20	Devi Lal	Clerk	10300+3200+675=14175	250	
21	Santosh	Clerk	10300+3200+675=14175	250	
22	Rajinder Kumar	Clerk	10710+3200+696=14606	250	
23	Rupinder Kaur	Clerk	10710+3200+696=14606	250	
24	Beant Kaur	Junior Scale Steno-	15010+3600+931=195416	250	

24	Navjeet Kumar	Junior Scale Steno-	16010+3600+981=20591	250	
25	Meenu Bala	Seri Operator	8190+2400+530=11120	250	
26	Jasvir Singh	car Driver	10930+2400+667=13997	250	
27	Sukhdev Singh	Jeep Driver	17360+3000+1018=21378	250	
28	Rajinder Singh	car Driver	10930+2400+667=13997	250	
29	Dhan Singh	Daftari	13340+1900+762=16002	250	
30	Anita Devi	Peon	10450+1900+618=12968	250	
31	Gopal Singh	Peon	16210+1900+906=19016	250	
32	Brijesh Kumar	Beldar	11180+1900+654=137348	250	
33	Vinod Kumar	Mali	6440+1650+405=8495	250	

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:

(in thousands)

Sr.No.	Budget Head	Total Budget 2020-21 (BE)
	Non Plan	
1	2401-Crop Husbandary-119 Horticulture and Vegetable Crops 01 Direction (N. Plan)	53,15,61
2	2851-Village and Small Industries-107 Sericulture Industries,01 Development of Sericulture (Non Plan)	3,85,32
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	National Horticulture Mission	85,00,00
2	Post Graduate Institute of Horticulture Education and Research	1,00
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	Financial Assistance for Mushroom Cultivation in the State	84,00
2	Potato Seed Village Scheme	2,00,00
3	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	7,00,00
	Major Head-2401;119-Horticulture and Vegetable Crops (789-Special Component Plan for Scheduled Castes)	
1	National Horticulture Mission	33,00,00
2	Financial Assistance for Mushroom Cultivation in the State	16,00
	4401-Capital outlay on crop husbandry	
1	Financial Assistance for Mushroom Cultivation in the State	50,00
2	Scheme to give impetus to the diversification of Horticulture	10,00,00

11.2 Budget for each agency and plan & programmes: as mentioned above

11.3 Proposed expenditures: as mentioned above

11.4 Revised budget for each agency, if any: as mentioned above

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

12th Manual: Manner of execution of subsidy programmes

- 12.1 Name of the programme or activity
 12.2 Objective of the program
 12.3 Procedure to avail benefits
 12.4 Duration of the programme/scheme
 12.5 Physical and financial targets of the program
 12.6 Nature/scale of subsidy/amount allotted
 12.7 Eligibility criteria for grant of subsidy

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
1	National Hort. Mission	Mission for integrated development of Horticulture	Available on website www.nhm.nic.in	Continuing on Yearly basis	Indicated below	Available on the website www.nhm.nic.in	Available on website www.nhm.nic.in

National Horticulture Mission **Physical and Financial Targets F.Y. 2020-21**

Rs. In Lac

Sr. No.	COMPONENT	AAP 2020-21	
		Phy.	Fin.
(B)	Production of Planting Material		
1	Hi Tech Nursery in Pub Sector. (No.)	1.00	100.00
2	Up gradation of Nursery (Pub. Sector) (No.)	6.00	60.00
4	Setting up of new TC Units. (Pvt. sector) (No.)	1.00	100.00
5	Veg. Seed Infrastructure Unit (Pub.Sector) (No.)	1.00	100.00
6	Veg. Seed Infrastructure Unit (Pvt. Sector) (No.)	1.00	100.00
	Sub Total	10	460.00
(C)	Area Expansion (ha)		
1	Fruits		
a	New Plantation High Density Plantation	100.00	24.00
b	New Plantation normal spacing	3900.00	468.00
	Total new area under fruits	4000	492.00
c	Maintenance of Plantation (Ha)		
i)	Maintenanace first year	1000	40.00
ii)	Maintenanace second year	1000	40.00
	Total Maintenance	2000	80.00
2	Floriculture (Ha)		
a	Cut flowers Small and marginal farmers	25	10.00
b	Cut flowers Others	8	2.00
c	Bulbous flowers S & M	5	3.00
d	Loose flowers S & M	72	11.52
e	Loose flowers Others	40	4.00
	Total Flowers	150	30.52
3	Hybrid vegetables (Ha)		

4	Spices & Aromatic (Ha)	50	6.00
	Total area expansion	6200	608.52
5	Mushrooms (No.)		
a	Production unit (Pvt. sector)	30	240.00
b	Spawn making unit (Pvt. sector)	7	42.00
c	Compost making unit (Pvt. sector)	10	80.00
	Sub Total	47	362.00
(D)	Water Storage Tanks		
1	Community tanks/on farm ponds/on farm water reservoirs with use of plastic/RCC lining (No.)	50.00	500.00
2	Individual Water Harvesting Structure	6.00	4.50
	Sub Total	56	504.50
(E)	Rejuvenation (Ha)		
	Rejuvenation of old/senile orchards	1000	200.00
(F)	Protected cultivation(Ha)		
2	Green House-Naturally ventilated system-Tubular		
i)	500-1008 sq.m.	1.00	46.75
ii)	1008-2080 sq.m.	3.00	133.50
iii)	2080-4000 sq.m.		
	Total Poly House	4	180.25
3	Shade Net House		
	Tubular structure	20.00	710.00
4	Mulching (Ha)	200.00	32.00
5	Low tunneling (Ha)	100.00	300.00
6	Walk-in - Tunnels (Ha)	2.00	60.00
7	Cost of planting material		
a	Cost of planting material of vegetables (Ha)	20.00	140.00
b	Cost of planting material of flowers (Ha)		
i)	Carnation and Gerbera	3.00	90.00
ii)	Rose and Lillium	1.00	21.30
	Total Cost of planting material	24.00	251.30
	Total Protected Cultivation	350	1533.55
(G)	Organic Farming		
1	Vermicompost units (No.)	100.00	50.00
2	Vermibed (No.)	50.00	4.00
	Sub Total	150	54.00
(H)	Promotion of Integrated Nutrient Management(INM) Integrated Pest Management (IPM)		
1	Promotion of IPM /INM (ha)	400.00	4.80
2	Plant Health Clinic (Public Sector)	3.00	75.00
	Sub Total	403	79.80
(I)	Bee- Keeping		
1	Production of bee colonies by bee breeder (No.)	6	24.00
2	Honey bee colony	25000	200.00
3	Hives (No.)	25000	200.00
4	Equipment for honey Extraction (No.)	50	4.00
	Sub Total	25056	428.00
(J)	Horticulture Mechanization (No.)		
1	Tractor (upto 20 PTO HP)		
i)	@25% subsidy (General category)	10.00	7.50

ii)	@35% subsidy (SC/ST, S&M and Women)		
2	Power Tiller (below 8 BHP)		
i)	@40% subsidy (General category)	100	40.00
ii)	@50% subsidy (SC/ST, S&M and Women)	35	17.50
3	Power Tiller (8 BHP & above)		
i)	@40% subsidy (General category)	35	21.00
ii)	@50% subsidy (SC/ST, S&M and Women)	10	7.50
4	Self-propelled horticulture machinery		
i)	@40% subsidy (General category)	18	18.00
ii)	@50% subsidy (SC/ST, S&M and Women)	1	1.25
5	Plant Protection Equipments		
a	Powered Knapsack sprayer capacity above 16 litres		
i)	@40% subsidy (General category)	300	9.00
ii)	@50% subsidy (SC/ST, S&M and Women)	200	20.00
b	Tractor mounted/operated sprayer (above 35 BHP) / Electrostatic Sprayer		
i)	@40% subsidy (General category)	200	92.50
ii)	@50% subsidy (SC/ST, S&M and Women)	10	6.30
6	Eco Friendly Light Trap		
7	Import of Machine for demonstartion		
	Sub Total	919	240.55
(K)	Front Line Demonstration		
	Front Line Demonstration	5	75.00
(L)	Human Resource Development (HRD)		
1	Supervisor,s Training course		
2	Gardener's Trining Course		
3	Training of farmers		
a	Within State	1000	10.00
b	OutsideState	50	5.00
4	Training / study tour of technical staff/ field functionaries (COE)		
a	Within state	300	6.00
b	Study tour to progressive states (minimum 5 participants)		
c	Outside India		
	Sub Total	1350.00	21.00
(M)	Post Harvest Management (No.)		
1	Pack house	50	100.00
2	Integrated Pack house	3	52.50
3	Cold Room	5	26.25
4	Cold storage units (Type-1 Construction/expansion/Modernization)	10	668.00
5	Cold storage units (Type 2 Construction/expansion/Modernization)	10	500.00
6	Technoogy induction and modernization	20	250.00
7	Refer vans/ containers	5	45.50
8	Primary / Mobile/ Minimal processing unit	5	50.00
9	Ripening chamber	10	250.00

10	Preservation unit (low cost)	21	21.00
11	Low cost onion storage structure (25 MT)	20	17.50
	Sub total	159	1980.75
(N)	Marketing Infrastructure (No.)		
	Mobile Vending Carts	150	18.00
	Functional Infrastructure Units (Potato/kinnow Grading Line, etc.)	5	30.00
(O)	Seminars, conferences, workshops, exhibitions, Kisan Mela, horticulture shows, honey festivals etc.		
i)	State level	5	15.00
ii)	District level	10	20.00
	Sub Total	15	35.00
(P)	Centers of Excellence (No.)		
1	COE for Fruits, Khanaura, Hoshiarpur		
2	COE for Vegetables, Kartarpur, Jalandhar		
3	COE for Brackish Water, Bathinda		
4	COE for Potato, Dhogri, Jalandhar		
5	COE for Floriculture, Doraha, Ludhiana	1.00	500.00
	Sub Total		500.00
	Total		7130.67
(Q)	Mission Management @ 5% of total outlay		391.46
	Grand Total		7522.13

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

The number of beneficiaries exceed several thousand in number and their details being voluminous are available in the form of CD's which can be obtained from the PIO of the department.

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

Sr. No.	Particulars of Recipients of Concession, permits or authorization granted by it.	Name of programme	Fruit Plant Nursery Registration under Punjab Fruit Nurseries Act. 1961.
1	Name and addresses of recipients who have been given Nursery License is given below this table.	Type (Concession/ Permits/Authorization).	Nursery Licence
2	-	Targets set (For the last year)	As per requirement
3	-	Objective	Disease-free, quality fruit Plant Production
4	-	Eligibility	Availability of Land/ Mother-plants/ Block/Net

			House/Screen house.
5	-	Criteria for the eligibility	-do-
6	-	Pre-requisites	Inspection by concerned Horticulture Development Officer
7	-	Procedure to avail the benefits	<p>1. Every application for a licence under section shall be made to the competent authority and shall be in the prescribed form.</p> <p>2. Subject to such conditions and restrictions as may be prescribed, if the competent authority is satisfied that-</p> <p>a) the fruit nursery is suitable for the proper propagation of the fruit plant or fruit plants in respect of which the licence has been applied for ;</p> <p>b) the applicant is competent to conduct or establish such a fruit nursery;</p> <p>c) he fulfils any other conditions notified by the competent authority in this behalf; and</p> <p>d) the applicant has paid the fee prescribed for the licence and has also furnished the prescribed security, if any.</p> <p>Such authority may grant a licence to the applicant for conducting or establishing a fruit nursery in accordance with the terms of the licence and the provisions of this Act and the rules thereunder.</p>
8	-	Time limit for the concession/ Permits/ Authorizations	One year or three years

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 authorization	For each concession, permit or authorization granted
1)	As mentioned above	As mentioned above	As mentioned above	As mentioned below	As mentioned above	As mentioned above

Name and address of the recipients who have been given Nursery License:

District.	Name and address of Nursery
Amritsar	Josan Orchard & Nursery, Nawankot Amritsar
Gurdaspur	Dhoji Ram Fruit Nursery Manwala, Pathankot.
	Ram Kishor Kailash Chand Fruit Nursery Manwala, Pathankot.
	Ohri Nursery Dina Nagar
	Gobind Gardan & Nursery, Dina Nagar.
	Diwan Fruit Nursery Phool Piara.
Ferozepur	Fruit Nursery, Sapanwali.
	Shiva Nursery, Sapanwali
	Krishma Nursery, Sapanwali.
	Satish Fruit Nursery, Sapanwali.
	Kavita Nursery, Sapanwali
	Vevek Nursery ,Sapanwali
	Lovely Nursery , Sapanwali
	Sakia Nursery, Sapanwali.
	Farmers fruit Nursery, Maujgarh.
	Kunal Bhadu Nursery and garden, Variam Khera
	Gurdeep Nursery, Sapanwali.
	Khushal Chand, Sapanwali
	Noorpawar Nursery, Jhorarh Khera.
	Saksham Nursery, Sapanwali
	Barar Nursery, Tahliwala Jattan.
	Amardeep Nursery, Sapanwali.
	Harpreet Nursery, Sapanwali.
	Surjit Nursery, Sapanwali
	Aman Fruit Nursery,Sapanwali.
	Muskan Fruit Nursery, Sapanwali
	Ankush Fruit Nursery, Sayad Wala.
	Rajinder Fruit Nursery, Sapanwali.
	Angoora Fruit Nursery,Sapanwali.
	Guru Nanak Fruit Nursery, Sapanwali.
Dhanraj Fruit Nursery, Sapanwali.	
	Guru Ram Dass Ji Fruit Nursery, Khuya Sarwar
	Gaurav Fruit Nursery,Chuhary wala Dhanna.
	Guru Nanak Fruit Nursery, Bahawall
	Kamboj Nursery, Diwan Khera.
	Raj Fruit Nursery, Sapanwali
	Jagram Fruit Nursery, Sapanwali
	Jalandhra Fruit Nursery, Sapanwali
	Nitan Fruit Nursery, Sapanwali
	Kewal Fruit Nursery, Sapanwali
	Janta Fruit Nursery, Sapanwali
	Pawan Fruit Nursery, Sapanwali
	Sandhu Nursery, Sapanwali
	Varindra Nursery, Sapanwali
Hoshiarpur	Shanker Nursery, Chohal.
	Mahaveer Nursery, Chohal
	Master Natha Singh Nursery, Gill.
	Pammi Nursery, Bhunga.
	Doaba Nursery Garhrdiwala
	New Shivalk Nursery , Nmoli.
	Nirmal Nursery, Chingarh
	Manjit fruit Nursery, Doltpur. M.No 98145-33414
	Harman Nursery, Chaunni Kalan.
Kailash Nursery, Chohal.	

	Shasi Nursery, Chohal.
	Dhillon Nursery, Sherpur Pakka.
	Star Nursery, Hosiarpur.
	Ohri Nursery, Khanpur
Patiala	Kutanabpur Nursery, Patiala.
	Dashmes Nursery, Patiala
	National Nursery Patiala.
SBS.Nagar	Indo Nursery, Banga Road,
	Green Velly Nursery, Pojewal,
Sri Mukatsar Sahib	New Tech Fruit Nursery, Malout,
	Sivia Nursery, Nandgarh

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form: The information regarding proactive disclosures is available in electronic form on the website www.punjab.gov.in in addition to this the information regarding National Horticulture Mission being implemented by the department is also available on the web site www.nhm.nic.in

14.2 **Name/title of the document/record/other information:** www.punjab.gov.in and other information regarding NHM is available at the website www.nhm.nic.in

14.3 **Location where available:** Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, SAS Nagar (Mohali)

15th Manual: Particulars of facilities available to citizens for obtaining information

15.1 Name & location of the facility: Department of Horticulture, Punjab, Kheti Bhawan, Phase VI, Sector 56, SAS Nagar (Mohali)

15.2 Details of information made available: The information can be obtained from the Public Information Officer of the Department.

15.3 Working hours of the facility: 9.00 A.M. to 5.00 P.M. on all working days.

15.4 Contact Person & contact details (phone, fax, email): as mentioned below in 16.1

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)	Mobile	Fax	Email
	Shalinder Kaur	Director Horticulture, Punjab	Kheti Bhawan Phase VI, Sector 56, SAS Nagar	(0172)2970621	9815509406	Not available	dhpunjab@gmail.com

			(Mohali)				
1)	Gulab Singh	Joint Director Horticulture (PIO)	-do-	(0172)297062 2	75080-18889	-do-	-do-
2)	Harmail Singh	Assistant Director (APIO)	-do-	-do-	7508018880	-do-	-do-

17th Manual: Any other useful information

17.1 **Citizen's charter of the public authority:** The department has duly framed a citizen charter which represents a systematic effort to focus on the commitment of the Organisation towards its Citizens in respects of Standard of Services, Accessibility, Courtesy and Grievance Redressal.

17.2 Grievance redressal mechanisms: Through the heads of offices in the field and at the level of Head of Department to ensure that each and every complaint regarding grievance is redressed.

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2020 (upto JUNE)	14	14	Nil

17.4 List of completed schemes / projects / programmes:

Sr. No.	Budget Head	Total Budget 2019-20 (RE)
1	2401-Crop Husbandry-119 Horticulture and Vegetable Crops 01 Direction	63,00,86
2	2851-Village and Small Industries-107-Sericulture Industries, 01 Development of Sericulture (Revenue)	3,59,22
	Major Head-2401;119-Horticulture and Vegetable Crops (Centrally Sponsored Scheme)	
1	National Horticulture Mission	35,50,00
2	Post Graduate Institute of Horticulture Education and Research	1,00
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	Financial Assistance for Mushroom Cultivation in the State	84,00
2	Potato Seed Village Scheme	1,20,00
3	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	7,00,00
	Major Head-2401;119-Horticulture and Vegetable Crops (789-Special Component Plan for Scheduled Castes)	
1	National Horticulture Mission	14,50,00
2	Financial Assistance for Mushroom Cultivation in the State	16,00
	4401-Capital outlay on crop husbandry	
1	Financial Assistance for Mushroom Cultivation in the State	50,00
2	Scheme to give impetus to the diversification of Horticulture	2,00,00

17.5 List of schemes/projects/programmes underway:

Sr.No.	Budget Head	Total Budget
--------	-------------	--------------

		2020-21 (BE)
	Major Head-2401;119-Horticulture and Vegetable Crops (Centrally Sponsored Scheme)	
1	National Horticulture Mission	85,00,00
2	Post Graduate Institute of Horticulture Education and Research	1,00
	Major Head-2401;119-Horticulture and Vegetable Crops (State Sponsored Schemes)	
1	Financial Assistance for Mushroom Cultivation in the State	84,00
2	Potato Seed Village Scheme	2,00,00
3	Project Proposal for setting up of integrated facility for Fruits and Vegetables in Punjab	7,00,00
	Major Head-2401;119-Horticulture and Vegetable Crops (789-Special Component Plan for Scheduled Castes)	
1	National Horticulture Mission	33,00,00
2	Financial Assistance for Mushroom Cultivation in the State	16,00
	4401-Capital outlay on crop husbandry	
1	Financial assistance for Mushroom Cultivation in the State	50,00
2	Scheme to give impetus to the diversification of Horticulture	10,00,00

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

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

17.7 Any other Information: -

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 _____

4 This is supersession of the acknowledgement given to your on _____

Yours faithfully,
Public Information Officer.
E-mail address: _____
Web-site: _____
Tel. No. _____

=====

Form 'C'
Rejection Order
[See rule 8&9]

From _____

Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -
i).....
ii).....
3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.
E-mail address: _____
Web-site: _____
Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N. o	Name and 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		
							Supp lied	Parti ally Supp lied	Rej ect ed	Return ed to Applic ant

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

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons : N.A.